
Marie H. Katzenbach School for the Deaf

Student Handbook and Code of Conduct

2019-2020

MKSD
320 Sullivan Way
West Trenton, NJ 08628
www.mkzd.org

INTRODUCTION

The Marie H. Katzenbach School for the Deaf (MKSD) is mandated to ensure that the physical and mental health, safety and welfare of the students will be protected and that an orderly environment, which is conducive to learning, will be maintained.

This handbook and Code of Conduct is distributed to staff, students, parents and guardians of students enrolled at MKSD so they are informed of the policies and procedures that are in effect. The information presented explains student rights and responsibilities as well as student discipline policy and procedures.

Due to the unique behavioral needs of students in our Behavioral Support Program and Multiply Disabled Program, students in those two programs are expected to comply by this Student Code of Conduct. Unless specifically addressed in this Student Code of Conduct for MKSD students, disciplinary actions, including behavioral interventions and supports, are addressed by the supervisors in their respective programs and/or by individualized behavioral plans developed for students in those programs. These behavioral interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14.

The Code of Conduct is reviewed with students at the beginning of each school year. To help students understand the Code of Conduct, they are provided with carefully planned workshops, discussion and role-playing. These activities not only teach students how to make appropriate choices that comply with the Code of Conduct but also teach them positive decision making skills that will lead to their continued success.

Parents and guardians are required to discuss this Code of Conduct with their children and complete the Code of Conduct Review Form. Parents and guardians are expected to guide and direct their child towards standards of appropriate conduct as well as to cooperate with school officials in implementing proactive and corrective disciplinary measures.

Table of Contents	
Overview of MKSD	7
MKSD Mission Statement	7
General Information	8
Guidelines and Procedures	8
Student Attendance Policy	8
Attendance Procedures	9
Excused Absences	9
Verification of Excused Absences	9
Notification of Absences	9
Parent/LEA Warnings	9
Skiping Classes/Cutting Classes	10
Student Participation in Athletic Programs/Extracurricular Activities	10
Leaving Campus	10
Tardiness	10
Passes and Sign-in/Sign-out Procedures	11
Student Health Center (SHC)	11
Prescription medication:	11
Non-Prescription Medication (i.e., over-the counter):	12
School and Residential Searches, Locker Inspections and Procedures	12
School Lockers	12
Emergency Procedures	12
Fire/Bomb Threats	13
Biological/ Chemical Evacuations	13
Lock Down and Shelter in Place	13
MKSD Alert Notification System	13
Identification Cards	13
Dress Code Guidelines	13
School of Career & Technical Education (SCTE) Safety Rules and Dress Code	14
Academic Program	14
Individualized Education Program	14
Triennial/Re-Evaluation Review	15
Standardized Testing	15
Grading System	15
Progress Reports and Report Cards	15
Marking Period Grades	15
Teacher comments	15
Back-to-School Afternoon	16
School Parent-Teacher Conferences	16
Honor Roll	16

Student of the Week (Elementary School)	16
Student of the Marking Period (Middle School/ High School)	16
Progress Reports/Warning Slips	16
Warning Slips	16
Educational Resource Center Probation (HS Residential Students)	17
Academic Probation	17
Getting Off Academic Probation	17
Academic Dishonesty	17
Missed Classwork/Homework	17
Homework Guidelines	18
Use of Vehicles	18
Graduation Requirements	18
Visitors During the School Day	18
Field Trips	19
End of the Year Trips	19
High School	19
Spring Dance	19
Senior Class Trip	20
Graduation Ceremony	20
Lost or Damaged Books and School Materials	20
School Debts	20
Food and Drink	20
Athletics Program	21
Athletic Eligibility	21
Parent Consent	21
Practice and School/Game Attendance	21
School Attendance	21
Suspensions	21
Responsibilities of a Student Athlete	22
Athletic Conduct	22
Varsity Letters	22
Rules Regarding Unsportsmanlike Conduct	23
Equipment and Uniforms	23
MKSD Code of Conduct	23
Disciplinary Policy	23
Corporal Punishment	23
Authorized Corrective Measures for Student Misconduct	24
Academic Program Discipline Terminology	25
Warning	25
Conference	25
Time-Out	25

Lunch Detentions	25
School Rules	25
Behavior Contracts	26
Academic Program Suspensions	26
In School Suspension (ISS)	26
Out of School Suspension (OSS)	26
Appeal Process	26
Residential Program Suspensions	27
In Dorm Suspension (IDS)	27
Out of School Suspension (OSS)	27
Definition of Offenses	27
Tobacco Use	28
Substance Abuse	28
Drugs/Alcohol (N.J.S.A. 18A:40A-12)	29
Weapons/Fire Arms (N.J.A.C. 6A:16-4.1(c)2)	29
State and Federal Laws	30
Self-Destructive Statements/Gestures	32
Harassment, Intimidation & Bullying (HIB) Policy	32
Expected Behavior	33
Consequences and Appropriate Remedial Action	33
Reporting Procedures	34
Reprisal or Retaliation/False Accusations	34
Policy Publication	34
Use of Recording Devices in School	35
Technology Usage	35
Acceptable Computer/E-mail Use Procedures	35
MKSD Acceptable Internet Usage Policy	37
STUDENTS' RIGHTS TO DUE PROCESS	37
MKSD Residential Program	39
Programs for Students	41
Education Resource Center (ERC)	41
Student Activities	41
Living Skills	41
Adaptive Skills	41
Night/Morning Program	42
Residential Program General Rules	42
Residences	42
Room Maintenance and Inspection	42
Roommate Selection	42
Clothes and Laundry	43
Dress Code for Students	43
Medication Policy	43
Telephone/Videophone	43
Respect and Conduct	43
After School Program	43
Evening Program	43

Bicycles	43
Rollerblading/Roller-skating (see Appendix C)	44
Food Service	44
Ordering Food/Takeout	45
Study Hours	45
Residential Curfew	45
Swimming Trips (see Appendix D)	45
Student Conduct	45
Discipline Terminology	46
Appeal Process	46
Appendix A: Residential Room Decorations	47
Appendix B: Residential Dress Code for Student	49
Appendix C: Residential Bicycle Riding and Rollerblading/Roller-skating Permission	50
Residential Appendix D: Swimming Permission Slip	51
Appendix E: Behaviors and Interventions	52
Appendix F: Definitions	59
Appendix G: Student Driver Permission/Registration Form	63
Appendix H: NJ State Minimum*	65
Appendix I: MKSD HS Course Offerings	66
Appendix J: Laptop Loan Policy	67
Appendix K: Student Incident Report Form	68
Appendix L: 2016 - 2017 School Calendar	69
Appendix M: NJ OIT Internet Usage Policy	70
Code of Conduct Review Form: **Must be signed**	70

Marie H. Katzenbach/New Jersey School for the Deaf

Overview of MKSD

The Marie H. Katzenbach School for the Deaf (MKSD) has over 100 years of experience educating New Jersey's Deaf and Hard-of-Hearing children. MKSD today serves children from birth to twenty-one years of age and recognizes that Deaf children can do anything hearing children can do. MKSD offers both day and residential programs that make services accessible to Deaf and Hard-of-Hearing students, regardless of the proximity of the school to students' homes.

MKSD is a learning community committed to ensuring the lifelong success of people who are deaf or hard of hearing. Working together and with families, school districts, the Deaf community, and our other partners, we create an educational environment that is the least restrictive for our students that optimizes learning for students statewide, from three years old to high school graduation.

MKSD Mission Statement

The Marie H. Katzenbach School for the Deaf is committed to providing Deaf and Hard of Hearing students with a comprehensive education within a diverse learning community.

We encourage and foster a love for learning and lifelong development of the whole student through academic, emotional, social, cultural, vocational, residential, and extracurricular activities.

We strive to develop effective communication skills in our students through proficient use of American Sign Language (ASL) and English to ensure that our students reach their maximum linguistic potential.

At MKSD, we are accountable for promoting student achievement in a safe environment by setting high expectations.

We believe the involvement of parents, families, students, school districts, the Deaf community, and the community at large is vital in assisting our students in becoming productive members of our society.

Our students will grow to become lifelong learners and will strive to fulfill their future academic, personal, and vocational goals.

General Information

Guidelines and Procedures

Due to the unique educational and residential programs provided by our school, responsibility for students extends far beyond the academic setting alone. The following applies:

- Day students using district provided transportation function under this Code of Conduct from the time they are transported from their bus stops until the time they return home to their bus stops.
- Day students using private vehicles function under this Code of Conduct from the time they arrive on campus until they leave campus.
- Residential students must comply with the Student Code of Conduct during the school day AND during residential hours.

NOTE: Any day student who remains on campus or returns to campus to attend an after school activity will be governed by this Code of Conduct as well.

The policies and procedures discussed in this handbook represent the comprehensive and all-encompassing approach taken by MKSD to insure that our students exhibit high standards of appropriate behavior. All staff members share a responsibility for supervising the behavior of students, and shall be held accountable for enforcing and implementing these policies and procedures.

Staff members include:

- | | | |
|--------------------|--------------------------|----------------------------|
| • Administrator | • Instructor | • Class sponsor |
| • Paraprofessional | • Substitute teacher | • Coach |
| • Student teacher | • Tutor | • Club advisor |
| • Counselor | • Residential supervisor | • Bus monitor |
| • SLE Coordinator | • Nurse | • Administrative Assistant |
| • Security officer | • Transition Coordinator | |

Student Attendance Policy

New Jersey school law requires a student to attend school daily. Parents/guardians and the student have the primary responsibility for meeting the attendance requirements stated here if the student is under the age of 18. When the student reaches the age of 18 (referred to as the adult student) he/she assumes this responsibility.

Since it is the goal of the MKSD to provide an appropriate educational program for every student enrolled, student participation in all regularly scheduled classroom activities is essential. Frequent absences from regularly scheduled classes disrupt the learning process and prevent a student from receiving the maximum benefits of the programs that are offered. Frequent unexcused absences may have severe consequences, such as:

One Semester Course

A total of 9 unexcused absences for a one-semester course **may result in the loss of credit towards promotion to the next grade or towards graduation if the student is a senior.**

Full Year Course

A total of 12 unexcused absences for a full year course (2 semesters) **may result in the loss of credit towards promotion to the next grade or towards graduation if the student is a senior.**

Attendance Procedures

Excused Absences

With parental permission for those under the age of 18 or with notification from the adult student, an absence is excused for:

- Personal illness, quarantine, recovery from an accident
- Death in family
- Religious holiday
- Medical/dental/counseling/agency appointments and court appearances that cannot be made outside of school time
- Field trips, exchange programs and sport events scheduled by the school
- Employment interviews, college visitations
- Weather emergencies
- Failure of district provided transportation to arrive at the assigned pick up point

Parents must notify school officials whenever their child is going to be absent from school. This includes students 18 years of age and older.

Absence for any other reason than those listed will be considered unexcused. Family vacations that occur during school time are strongly discouraged. If a student is returning to school after being sent home due to illness or hospital visit, the school requires a doctor's note for the student to return to school. If the student returns to school without a doctor's note, he/she will be sent to the Student Health Center to be evaluated and/or doctor contacted.

NOTE: The administration reserves the right to investigate the cause of each absence, including the right to require a physician's note.

Verification of Excused Absences

The adult student or parent/guardian should notify the school secretary no later than 9:00 a.m. on the day of the absence. The school secretary will also attempt to contact the adult student/ parent/guardian when a student is absent.

Notification of Absences

Absences are recorded daily and reported to parents at each marking period in the progress report/report card. Additionally, absences are reported to the Local Education Agency (LEA).

Parent/LEA Warnings

Students who exceed the following unexcused absences may be in jeopardy of losing credit for courses taken. Students should provide documentation for absences in order to receive credit for

courses taken. Failure to provide documentation for an absence will result in an unexcused absence.

Status	Semester Course	Full Year Course	Notification of:
Early Warning	3 unexcused absences	5 unexcused absences	Student Parent/Guardian Counselor LEA
Warning Status	6 unexcused absences	9 unexcused absences	Student Parent/Guardian Counselor LEA
No Credit Status	Beyond 9 unexcused absences	Beyond 12 unexcused absences	Student Parent/Guardian Counselor LEA **

**Meeting will be requested in writing by the Principal

Skippping Classes/Cutting Classes

- A grade of zero will be given for all classwork missed.
- Students who are in school and cut one or more classes will receive one-half day ISS the first time and a full-day ISS the second time.
- Students who arrive on campus and then cut a full day of classes will receive one day ISS.

Student Participation in Athletic Programs/Extracurricular Activities

Any student who is absent for more than a half day through unexcused absence, ISS or OSS, is not allowed to participate in any athletic program or extracurricular activity for that day.

Leaving Campus

Leaving campus without permission will result in serious consequences, such as OSS. Consequences will be determined on an individual basis by the Principal and vice Principal.

NOTE: It is the responsibility of staff members to know the whereabouts of each and every MKSD student while under their supervision. Each department has written procedures for a staff member to follow in the event a student's whereabouts are unknown.

Tardiness

Students who arrive late (after classes have started) must report to the appropriate school's office and get a late pass before reporting to class. This applies to all students whether they are late arriving to school or late in-between classes. Unless excused, students who are substantially late to school will receive the following consequences:

- A student who arrives after 10:00 a.m. on Tuesday, Wednesday, Thursday or Friday will be charged with one-half day unexcused absence
- A student who arrives after 1:00 p.m. on Tuesday, Wednesday, Thursday or Friday will be charged with one full day unexcused absence.

- A student who arrives after 12:00 noon when school follows a Monday schedule will be charged with one-half day unexcused absence.
- A student who arrives after 2:00 p.m. when school follows a Monday schedule will be charged with one full day unexcused absence.
- A student who leaves before 12:00 noon on any school day will be charged with one-half day unexcused absence.

Passes and Sign-in/Sign-out Procedures

- When arriving late to school, students will get a pass from the bus driver or paraprofessional on duty. In the event the bus driver or paraprofessional is not able to provide a pass, the student is to report to the office.
- When arriving late to class or an activity, students will get a pass from the previous teacher or staff person.
- When traveling in the halls during a regularly scheduled class period, students will get a pass from the teacher who excused the student.
- When traveling throughout the residential areas at unscheduled times, students will get a pass from the residential supervisor.
- When leaving a school or residential building, all students must sign-in/sign-out at the designated area (secretary's office, supervisor's desk, infirmary, etc.).

Student Health Center (SHC)

The MKSD SHC Nurse is the only staff member at MKSD authorized to administer medication (prescriptions or over-the-counter) to students under the direction and authorization of the MKSD School Physician. Only a nurse holding School Nurse certification will be authorized to administer medication during the hours the educational program is in operation. Therefore, all students must deliver all medications to the SHC upon arrival to campus.

Prescription medication:

- The parent(s)/guardian(s) will provide a written request to the MKSD Health Center for administration of the prescribed medication at school.
- Written orders from the family physician are to be provided to the MKSD Health Center detailing the diagnosis for the illness involved, the name of the prescription drug, dosage, time of administration and any possible side effects.
- The medication is to be brought to the MKSD Health Center, immediately upon arrival at school, in the original container and appropriately labeled by the pharmacy or physician.
- The MKSD Health Center will provide a secured, locked area for the safe storage of prescription medication.
- Early Childhood, Elementary and Middle School students are to report to the MKSD Health Center with a pass at the designated times for administration of their prescription medication by the MKSD Health Center Nurse. Elementary and Early Childhood Program students must be accompanied by an adult, unless the Principal determines otherwise.

Non-Prescription Medication (i.e., over-the-counter):

- The parent(s)/guardian(s) will provide a written request to the MKSD SHC for administration of the non-prescription medication at school: The note needs to include the reason for the medication as well as the dosage and time of administration.
- The medication is to be brought to the MKSD SHC, immediately upon arrival at school, in the original container and appropriately labeled by the manufacturer.
- The MKSD SHC will provide a secured, locked area for the safe storage of non-prescription medication.
- Students are to report to the MKSD SHC with a pass at the designated times for administration of their non-prescription medication by the MKSD SHC Nurse.
- The School Physician will issue standing orders to the MKSD SHC regarding the administration of medication to students at MKSD.
- The Director of the MKSD SHC will maintain records of all medication administered to students enrolled at MKSD.

School and Residential Searches, Locker Inspections and Procedures

MKSD reserves the right to check students' bags and lockers and dorm rooms if there is suspicion of stolen items, drugs, drug paraphernalia, alcohol, weapons, or other dangerous/illegal objects.

School Lockers

Each high school student will be assigned two lockers, one in the school hallway and one in the gym locker room. Students are responsible for purchasing his/her own lock. Locks are available for purchase at the school store. Middle School students will be provided a lock free of charge. (New Jersey School Search Policy, 1998 & NJSA 18A: 36-19.2)

All lockers are and shall remain the property of MKSD. No student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself.

In addition to school and residential searches, any vehicle parked on school property may be subject to inspection by school administration. The school reserves the right to inspect a student's locker or car parked on school property when there is reason to believe that the locker/car is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the school.

Emergency Procedures

MKSD has various procedures in the event of an emergency. These emergency procedures are reviewed and discussed with all staff and students MKSD conducts drills once a month for these procedures. In the event of an actual emergency, every attempt will be made to contact students' parents/guardians promptly. Please be sure to routinely update MKSD with changes in contact information for this purpose. During all emergencies, students are to follow the direction of the staff in charge. Students are to remain calm and quiet and await direction from staff or emergency

personal. The use of electronics (i.e. cell phones) by students is strictly prohibited at this time. All emergency evacuation routes are posted in each room.

Fire Emergencies

In the event of a fire anywhere on MKSD campus, detailed evacuation routes are put into effect. Students are to follow the direction of the staff in charge. Students are to remain calm and quiet and await direction from staff or emergency personnel.

Biological/ Chemical Evacuations

MKSD has assigned evacuation locations for all students and staff members on campus. In the event of a biological/chemical alert, MKSD personnel will care for the students. This includes the basic provisions of care/food/water.

Lock Down and Shelter in Place (Bomb Threat)

In the need of a lock down, MKSD has specific procedures for different types of lockdowns/emergencies. All school personnel are trained in these procedures to ensure the safety of all students and staff on campus. *Inclement Weather/Closings*

In the event that our campus opening is delayed, closing early or closed due to inclement weather, families will be notified via Connect-ED notification systems. It is important that current contact information is given to the school for this purpose. In addition to notification via Connect-ED, the following stations will announce closings/delays:

- Radio WCBS880 Storm Center (www.wcbs880.com)
- NJ 101.5 (www.nj1015.com)
- KYW 1060AM (www.kyw1060.com)
- NBC10/WCAU Closing Alerts (www.nbc10.com)
- www.mkstd.org

MKSD Alert Notification System

MKSD will notify parents/guardians via the Connect-ED notification system. Campus events, closings, and/or emergencies will be sent out using this system. You will be contacted via text or phone with a message.

Identification Cards

All MKSD students and staff are issued an identification card for use on campus. Students must wear their ID cards at all times. ID cards are required for access to the dormitories and school buildings. If a student loses his/her ID card, the student must report this to the main office and shall be responsible for paying to replace the ID card.

Dress Code Guidelines

It is expected that all students at MKSD will use good judgment in the selecting of personal clothing that is neat, clean, and will not be offensive in either taste or modesty.

- Heavy coats must remain in lockers or hung on hooks in the hallway.
- Baggy pants/shorts falling below hips to reveal any kind of under clothing (including another pair of shorts) are not permitted.

- Skirts and shorts must be hemmed and of the appropriate length. Use the “fingertip rule.” Stand up straight with hands down at sides to make sure the hem of the shorts/skirt is at fingertip length or longer.
- Shirt straps must be two fingers wide and only two inches visible under armpits.
- The following are not permitted:
 - Flip Flops or Slides
 - Revealing bike shorts/shirts/blouses/skirts/jeans;
 - Muscle shirts/spaghetti strap tee shirts/bare midriffs/ mesh/see through materials and uncovered sport bras;
- Clothing and personal items/ accessories that could be used for intimidation or as weapons are not permitted. Specific example of items that should not be worn or brought on campus include, but are not limited to: nail clippers with any size penknife attached; wallets with any size or length of chain attached; dog collars/hardware chains worn as jewelry.
- Clothing and personal items that refer to alcohol/tobacco/drugs/weapons/gang affiliations are not permitted (i.e., bandanas)
- Hats/caps/snoods are not permitted. Where a hat/cap/snood is part of cultural attire the student must receive prior approval from the Principal.
- Sunglasses may only be worn inside the building if the student submits a doctor’s note stating the need for a student to wear them.

School of Career & Technical Education (SCTE) Safety Rules and Dress Code

Proper attire is mandatory for all SCTE classes. The attire is determined by each respective program and includes the following:

- Loose-fitting, baggy clothing that may get caught in machinery is to be avoided. Tank tops, shorts, “flip-flops”, and sandals are not acceptable.
- Shoes or sneakers are required in all shops.
- Long hair must be pulled back and tied up.
- Hard hats are to be worn on all jobs where injury to the head may result. Safety glasses must be worn in all shops that require them.
- Special equipment such as gloves, welding/filter masks, etc., is to be worn when necessary. Appropriate seasonal weather gear is necessary for outside projects.

A student who fails or refuses to follow the Student Attire policy will be sent to the Principal’s office for appropriate disciplinary measures.

Academic Program

Individualized Education Program

Each student who attends MKSD must have an annual Individualized Education Program (IEP) developed by the team and designed to meet his or her individual educational needs. The IEP is a federally mandated document that includes present levels of performance, goals, and objectives to address areas of need. It falls under Part B of the Individuals with Disabilities Education Act. Support services, special accommodations, and transition services are also included in the IEP when needed.

Parents and legal guardians are an integral part of the IEP process.

Triennial/Re-Evaluation Review

In addition to the IEP, which happens annually, every three years a review is conducted to assess a student's progress in both academics and related service areas. This review determines if additional evaluations are necessary.

Standardized Testing

Students in grades 3-11 who live in NJ will participate in the State-mandated test, the New Jersey Learning Standards Assessments (NJSLA) for English and mathematics in May. Students in 5th, 8th, and 11th grade will also take the NJSLA for science. Pennsylvania students will take the PSSA in April. Information from the NJ state testing will be available in the fall of the following academic school year.

Grading System

Marking System

		<u>GPA</u>	
A	= 93-100	4.0	Excellent
A-	= 90-92	3.7	
B+	= 87-89	3.3	
B	= 83-86	3.0	Above Average
B-	= 80-82	2.7	
C+	= 77-79	2.3	
C	= 73-76	2.0	Average
C-	= 70-72	1.7	
D+	= 67-69	1.3	
D	= 63-66	1.0	Below Average
D-	= 60-62	0.7	
F	= 55-59	0.0	Failure

Progress Reports and Report Cards

Marking Period Grades

Marking period grades are determined four times a year by teachers based on several factors. These factors are shared with students at the beginning of the semester and may include tests, quizzes, homework, class participation, projects and reports.

Teacher comments

In addition to the grade, teachers will make a specific comment to show where a student needs to improve or where a student does especially well.

Back-to-School Afternoon

Near the start of the school year, we hold a Back-to-School Afternoon to enable parents and guardians to meet their child's teachers and other staff whose services you may need. Teachers provide an outline of their program and discuss such topics as curriculum, class procedures, homework and discipline. Please review the school calendar for date. If you would like to meet with your child's teacher individually, please make an appointment.

School Parent-Teacher Conferences

Parent-teacher conferences are scheduled annually near the end of the first semester for all students. We encourage you to contact the school if you feel you need to discuss your child's progress before this time. Staff members may also invite parents/guardians to additional meetings if they feel it is appropriate. If parents/guardians would like to schedule a conference with your child's teacher, please contact the teacher to make an appointment in advance. This will ensure that enough time is scheduled to discuss all relevant matters.

Honor Roll

To be eligible for the High School Honor Roll a student must attain a GPA of 3.2-3.49. Students who attain a GPA above 3.5 will be eligible for the High Honor Roll for the marking period. Middle School students must attain a minimum grade of "B" in all of his/her classes to achieve Honor Roll status.

Student of the Week (Elementary School)

Each week teachers may select a student from their class that has demonstrated outstanding or improved work, attitude, effort or responsibility. From the students selected, the Principal, assistant Principal, and paraprofessionals will choose a Student of the Week.

Student of the Marking Period (Middle School/ High School)

Each marking period there will be an assembly for Student of the Marking Period. Each teacher selects one student from his/her classes as Student of the Marking Period. Teachers choose students based on one or more of the following parameters: Most Improved in a Subject Area, Most Outstanding in a Subject Area, or from one of the character traits: Responsibility, Perseverance, Caring and Kind to others, Respectful, Generous, Positive Attitude, etc.

Progress Reports/Warning Slips

To keep parents/guardians informed of their child's academic progress, a Progress Report is sent home to parents/guardians of Middle and High School students at the middle of each marking period.

Warning Slips

In addition to a Progress Report, students may also receive a warning slip. Warning slips will be mailed home to parent/guardian of any high school student in danger of receiving a "D" and/or "F". Teachers will meet with students who receive warning slips to advise them on what should be done to improve their grades.

Educational Resource Center Probation (HS Residential Students)

Any High School residential or Extended Day Program (EDP) student who has at least one D or one F on their Progress Report or Report Card shall be required to attend Educational Resource Center.

Academic Probation

Any High School student who has a GPA of less than 2.0 at the end of a marking period will be placed on Academic Probation (AP). AP begins the week after the end of the marking period.

Any Middle School student who has attained one D or one F will be placed on AP.

Students on AP:

- May not participate in athletic games. However, the student is expected to attend athletic practices and organizational meetings.
- Will not be eligible to participate in residential after school clubs or other extracurricular activities.
- Is required to meet with teachers and required to attend the Educational Resource Center to bring up their grades.
- Will receive an AP card where teachers can document their progress.
- May continue in his/her present Work/Study assignment.

Getting Off Academic Probation

Students who improve their grades and have a GPA of 2.0 or better may get off AP after two weeks by:

1. Having their AP card signed by the teachers of those classes where they had received D's or F's;
2. Having their Principal initialize the AP card; and
3. Showing the AP card to their coach and/or Educational Resource Center supervisor.
Students who are "off" AP may participate in sporting events and extracurricular activities.
4. Continued participation in the ERC will be at the staff's discretion.

Academic Dishonesty

MKSD continually emphasizes the importance of academic honesty. Students are taught about plagiarism and how to properly document information from other sources. Students are also made aware that copying from any source- published information, classmates' work, etc. -is not acceptable.

Consequences for plagiarism include the following:

1st offense: A grade of zero for the assignment and one day of In-School Suspension

2nd offense: A grade of zero for the assignment and two days of In-School Suspension

3rd offense: A grade of zero for the assignment and two days of Out of School Suspension

Missed Classwork/Homework

It is the student's responsibility to get any class work or homework that he/she has missed whether it is an excused absence, unexcused absence, or ISS/OSS. Students should contact their teacher via

email, or videophone to obtain homework assignments. A student will be given time to complete assignments equal to the time he/she was absent. For example, if a student is absent for two days, he/she has two days to make up the work. The student who completes assignments by the due dates will receive grades for the work made up. Failure to complete assignments will result in a zero grade for that assignment. Alternative makeup tests and quizzes may also be rescheduled.

Homework Guidelines

Approximate daily amount of time for homework: kindergarten/first grade-ten minutes, second grade-twenty minutes, third grade-thirty minutes, fourth grade-forty minutes, fifth grade-fifty minutes, sixth grade-sixty minutes, seventh grade-seventy-five minutes, eighth grade-ninety to one hundred and twenty minutes. High School students will have homework assignments appropriate to their courses.

Use of Vehicles (see Appendix G for Application Form/Regulations)

Driving to school is a privilege. Students must be aware that any violation of the MKSD policy regarding the use of vehicles or any violation of the State of New Jersey driving regulations will result in serious consequences. This includes, but is not limited to: unsafe driving, driving too fast, taking a passenger without written parental permission, lateness (arriving/leaving), entering/driving car without staff permission, refusing to leave campus by the specified time.

Any MKSD high school student with a (1) valid NJ driver's license, (2) proof of a valid vehicle registration, and (3) proof of a valid insurance card is eligible to bring his/her vehicle to school. Students MUST receive permission before bringing a vehicle to school (See Appendix G for Application Form). To receive permission to drive on campus students must follow these instructions:

1. Get an application from their Principal.
2. Complete and return the application form to their Principal.
3. Wait for approval.

Students are expected to follow all campus driving rules.

Graduation Requirements (see Appendix H & I)

Visitors During the School Day

All visitors to MKSD must first stop at the security gate located at the main entrance of our campus. Visitors will be directed to the building they are visiting. Visitors are to remain in the area that they are visiting unless accompanied by staff. Visitors must sign in and out of each building at the main office. Visitor badges must be visible at all times while on campus.

Former students who are visiting the school are asked to do so after school hours, unless they have an appointment with school personnel. Any former students visiting during school hours will be asked to either come back at the designated time or wait in the main office.

Field Trips

Permissions slips will be sent home at various times during the school year. These permission slips may be related to athletic events, field trips, etc. Please sign and return the permission slip form(s) by the deadline to the staff member indicated on the permission slip form(s).

The Principal or teacher for the following activities may require additional written permission from a parent/guardian as they occur:

- Changing bus transportation arrangements such as using alternative transportation or going to another student's home.
- Riding home in another student's vehicle.
- Attending special off campus events that require additional arrangements.

End of the Year Trips

Any student who has less than 3 days of suspensions (In School Suspension and or Out of School Suspension) from school during the school year can participate in the end of the year school trips.

High School

Special events occur throughout the school year for members of the High School. These events include, but are not limited to spring dance/prom, the Senior Class Trip, and graduation ceremony.

Class sponsors will send home specific information concerning these events throughout the school year. Some general guidelines to follow are listed below:

Spring Dance/Prom

1. To attend the spring dance/prom, a student must be a member of the High School or be invited by a High School student.
2. Any High School student or invited MKSD guests must be in school on the day of the spring dance/prom unless a written excuse from a parent/guardian/adult student is given to the Principal in advance.
3. MKSD provides school transportation with supervision to and from the spring dance/prom location. Any parent/guardian/adult student who prefers to use personal vehicles rather than the MKSD transportation must notify his/her principal and the Director of Residential Services of these changes no later than the Friday before the spring dance/prom is held and complete relevant paperwork.
4. Any student suspended with ISS or OSS on the day of the spring dance/prom may not attend.
5. All school rules are to be followed during the spring dance/prom. Consequences for inappropriate behavior will be determined based on the student Code of Conduct.

Senior Class Trip

1. To participate in the Senior Class/Upperclassman Trip, a senior must have paid all outstanding debts owed to MKSD. This includes all fundraising receipts.
2. A senior who receives OSS or the trip may not be allowed to go on the trip. Deposit money may not be refunded.
3. All school rules and regulations apply during the Senior Class Trip. Students who do not adhere to school rules and regulations may be sent home at their own expense.

Graduation Ceremony

1. To participate in the graduation ceremony, a senior must have paid all outstanding debts owed to MKSD.
2. Any senior who has Out of School Suspension (OSS) on the day of graduation will not be permitted to participate in the graduation ceremony. His/her diploma will be mailed home.
3. Any student who is involved in the use of drugs or alcohol during prom or Senior Class Trip will not be allowed to participate in graduation ceremonies.

Lost or Damaged Books and School Materials

Students are responsible for all school issued books and materials. If a student loses or damages a book or other type of material, he/she must pay the full replacement cost before a replacement will be issued. If unpaid, this will be considered a school debt. Textbooks are to be used for several years and we expect students to utilize proper care to ensure future use by other students.

School Debts

The school will not release copies of transcripts until all outstanding fees have been paid. To participate in the graduation ceremony, a senior must have paid all outstanding debts owed to MKSD.

Food and Drink

Food and drink (with the exception of water) are not permitted in the classrooms unless required for medical reasons (doctor's note required). Students will have an opportunity to eat and drink during lunchtime or after school. Food may not be taken out of the cafeteria.

Athletics Program

Athletic Eligibility

- Students who turn 19 before July 1st, are ineligible to participate in ESDAA competitions for that upcoming school year. Students that turn 19 after July 1st are eligible to participate in all seasons for that upcoming school year. Students in the 8th grade, or 14 years of age may try out for a varsity team.
- Student-athletes must be enrolled at MKSD.

Parent Consent

Student-athletes must submit all completed forms (Sports Participation Parental Consent, Concussion, Physical Examination) signed by their parent or legal guardian indicating permission for participation in each sport. Parents must fill out the questionnaire for each season in which (Fall, Winter, Spring) their child participates.

Student-athletes must be examined by a qualified physician, and certified as being physically fit to participate in any try-out or to be a member of a school team. The student will only need one physical per school year.

Practice and School/Game Attendance

Safety is a priority for student-athletes. They are expected to stretch, undergo conditioning, and observe safety precautions as directed by the coaching staff. Practice will take place daily after school Monday to Thursday, unless specified by the coach/athletic director. Attendance at practice is mandatory. Students may not participate in games until they have had at least 6 days of practice.

School Attendance

Student-athletes are required to attend a full day of classes on the day of a game. Any student-athlete absent from class or work internship on a game day will not be permitted to participate in that game unless he or she is granted an excused absence.

Student-athletes must be on time for all practices, meetings, and games. Being late without a reason is unexcused and will impact eligibility to participate.

Student-athletes must obtain prior permission from the coach if they know they will be late or will miss a team function.

Suspensions

Student-athletes receiving In-School Suspension, In-Dorm Suspension, or Out of School/Dorm Suspension will not be allowed to participate in practice or compete in games for the duration of the suspension. Athletes may or may not be permitted to return to the team depending on the seriousness of the violation of school rules.

A student-athlete may be suspended from his or her athletic team for disruptive behavior or repeated failure to comply with a coach's instructions.

Responsibilities of a Student Athlete

Student-athletes are expected to adhere to the following guidelines:

- An athlete needs to consistently attend practice sessions.

- Players must be receptive to coaching.
- Team members are responsible for all issued uniforms and equipment.
- Student Athletes will not partake in nor ignore bullying.

As a member of a team, a student-athlete must agree to and follow the team rules. Student-athletes need to remember that they are ambassadors and represent not only themselves but also MKSD and its Athletic Department.

If injured, a student-athlete must report all injuries to the coach and the health center.

Athletic Conduct

While under the supervision of the coaching staff at MKSD, and while engaging in any activity connected with a team, a student-athlete must at all times place the best interests of his or her team and his or her school above his or her own personal interests. This includes all practice sessions, games, traveling to and from events, and any other situation where the purpose of the activity is related to team membership.

In cases where the conduct of a student-athlete becomes inappropriate as a representative of MKSD interscholastic program, he or she may be subject to expulsion from the team. The coach/ athletic director / administration will take such measures only after consideration of the circumstances.

The following is a list of violations that would in all probability result in the forfeiture of team membership. This list is not all inclusive since there could be other infractions occurring with the same severity:

- Use of drugs
- Use of tobacco products
- Use of alcohol
- Stealing
- Flagrant misconduct
- Insubordination
- Poor sportsmanship
- Hazing

Student-athletes may be suspended from their teams for disruptive behavior or repeated failure to comply with coaches' instructions and/or expectations. Coaches will describe expectations at the beginning of each season.

Varsity Letters

All student-athletes are eligible for a letter (or pin) at the conclusion of the season. Each student-athlete will receive one letter, followed by pins in subsequent years of participation if they:

- Have finished the season in good standing (including meeting all academic requirements, returning all uniforms and equipment, and meeting all other team responsibilities)
- Maintained regular and consistent attendance at practices and games.

Rules Regarding Unsportsmanlike Conduct

- A student-athlete who is ejected from a game for unsportsmanlike conduct or fighting will not be allowed to participate in the next game.

- A substitute who leaves the team bench and enters the playing area during a fight will be ejected.
- Disqualification of a student-athlete for the second time in the same sport during the school year will result in a two game suspension.
- Disqualification of a student-athlete for the third time in the same sport during the school year will result in he or she immediately being dismissed from the team for the remainder of the season.
- An ejection or disqualification prevents a player from attending the next regularly scheduled contest. This includes riding the bus; being in the locker room; standing on the sidelines; or sitting on the bench, in the stands, or anywhere else at the contest site.

Equipment and Uniforms

Student-athletes must take good care of their uniforms and equipment. Damage due to student negligence will be the financial responsibility of the student. Failure to return a uniform, a piece of equipment, or to pay for its repair/replacement, will prevent the student-athlete from participating in other sports, and from obtaining his or her diploma/certificate/transcript.

MKSD Code of Conduct

Disciplinary Policy

One of the primary functions of school administrators and school instructional personnel is to contribute toward the creation of a climate that will provide a good learning environment for the young men and women entrusted to their care for the purpose of education. It is the intent of the Marie Katzenbach School for the Deaf to assume the obligation of training young people to be responsible for their own actions and behavior and that classroom teachers develop this concept in their students. Classroom teachers should make known their standards of satisfactory conduct and behavior so that, as much as possible, problems and misunderstandings can be avoided.

For a summary of violations and consequences, refer to Appendix E.

Corporal Punishment

No member of the school district staff shall use or cause to be used on a student corporal punishment (i.e., infliction of physical pain by another, punishment causing or intended to cause bodily pain and suffering). However, any staff member may, within the scope of his/her duties and responsibilities, use and apply such physical restraint as is reasonable in manner and moderate in degree, for the following purposes:

- To quell a disturbance threatening physical injury to others
- To seize weapons or other dangerous objects in the possession of a student
- For purposes of self-defense
- For the protection of persons or property

Such acts by staff members shall not be construed as constituting corporal punishment within the meaning and intent of this policy. When a student has to be physically restrained, as outlined above, by a staff member, the staff member(s) involved shall immediately report the incidence to a building administrator. The principal shall forward a written report of the incident to the parents

and the superintendent. However, parents and superintendent will be notified of incident the same day it occurred.

Authorized Corrective Measures for Student Misconduct

1. Deprivation of Privileges
 - Isolation or separation from selected students in classrooms/school as a whole
 - Temporary or permanent withdrawal of selected privileges, (e.g., use of cafeteria, free movement in hallways, dismissal at normal leaving time, use of personal automobile). This can be done in the form of pass restriction.
 - Placement of student on temporary probationary status in the school with consequent special requirements for student movement and conduct, and parental and staff contacts
 - Temporary restriction to a stipulated location and assigned tasks in that location in the school (ISS)
 - Out-of-school suspension (OSS) or temporary separation from the school environment; transfer to home instruction
 - Expulsion or permanent separation from the school environment.
2. Restitution of Damages
 - Restitution or payment in money, in kind, and/or in voluntary labor expended to school system, to staff member, or to another student for property damaged, destroyed, defaced, or stolen.
 - Apology, oral or written, to individual offended.
 - Required school service activity by student as a condition for continuation in school with full privileges.
3. Counseling
 - Required periodic contact with school counselor/substance awareness coordinator for continuing intervention
 - Required parent/guardian conference or periodic contacts by parent/guardians with school officials
 - Referral
 - Reporting of criminal offense to police for investigation and prosecution
 - Referral to a corrective or social agency for counseling, therapy, treatment, or sending school district.
 - Referral to Intervention & Referral Services
 - Privileges
 - Students on OSS or ISS will lose all athletic and extra-curricular activity privileges for those days (games/meets, prom attendance, field trips, Senior class trip)
4. Misbehavior
 - Student misbehavior, not specifically addressed in the Code of Conduct, will be handled as fairly and reasonably as possible. If the student did something that the student knew (or reasonably should have known) to be wrong, the student would be subject to the disciplinary code.

Academic Program Discipline Terminology

Warning

Usually given for a first offense, this is a brief reminder from staff to student that a rule violation has been observed and that such behavior should cease. Warning should be given in writing.

Conference

Time set aside for student and staff member to meet and discuss the inappropriate behavior/rule violation. Alternative choices and a review of the appropriate behavior will also take place.

Time-Out

A student, with permission from the staff member, may choose to remove him/herself from the group in order to regain self-control, maintain focus on the task, avoid confrontation, etc. A staff member may also ask a student to separate from the others and remain for a brief time in a specified area for the same reason. Once the student and staff agree that the student is ready to rejoin the group and continue with the task, he/she is encouraged to do so.

A student with lunch detention will eat lunch in the principal's office. A student with lunch detention will get a bag lunch and stay in the principal's office for the full lunch period. Students who receive five lunch detentions with Incident Reports will receive a ½ day of ISS.

NOTE: Continued and willful disobedience may result in suspension.

School Rules

Responsible behavior helps maintain an environment that fosters learning, cooperation, and mutual respect. Staff, parents, and students are responsible for contributing to a safe and secure school community here at NJSD. Students will come to school and:

- Be prepared to learn
- Demonstrate respect for people and property
- Be honest and polite
- Settle disputes peacefully
- Keep hands, feet, and objects to self
- Use good language and good signs. (no teasing, cursing, put downs, or bad language-bad signs)
- Be on time
- Be prepared for class
- Follow directions
- Stay in designated area
- Be nice to others
- Practice good sportsmanship
- Follow all safety rules
- Ask for permission to leave the room
- Cooperate with classmates
- Keep all hats, coats, gloves, etc. on hooks outside of the classroom or in lockers
- Come to school with proper dress attire
- Walk- in the hallways
- Use a polite voice (no yelling)
- Say "no" to alcohol and drugs

Behavior Contracts

A student who receives In School Suspension (ISS) two times for the same/similar violation may receive a conduct card. The behavior will be tracked by the counselor. Any additional documented violation may result in Out of School Suspension (OSS).

When a student has been removed from class for the third time in the same marking period he/she will receive a conduct card and behavior will be tracked.

Behavior contracts may also be initiated for students having difficulty with certain behaviors and need to focus on one or two specific goals.

Academic Program Suspensions

There are two types of suspensions during the school day as follows:

In School Suspension (ISS)

In the educational programs, ISS involves the removal of a student from classes. The student is then assigned to the designated ISS area to continue with his/her assigned schoolwork under direct supervision. The student is expected to cooperate fully while in ISS.

ISS is used for, but not limited to, a student who:

- Is waiting for transportation home to begin Out of School Suspension;
- Is waiting to appeal Out of School Suspension;
- Is sent by a staff member to the administrator for an additional consequence; and/or
- Has cut a class or left the area without permission.

Out of School Suspension (OSS)

OSS involves the removal of a student from all school and residential activities and sent home. It is the responsibility of the parent/guardian to pick up the student as soon as possible and transport him/her home. Students in OSS are not allowed on campus and may not participate in, nor attend, any school-related or residential activity during their OSS on or off campus.

- Parent/guardians and the sending school district will be notified when a student has received ISS or OSS.
- Students who receive ISS or OSS are required to make up all classwork, homework and tests. This is the student's responsibility (see Missed Classwork/Homework Assignments.)

Appeal Process

A student and/or parent may appeal an in school or out of school suspension. A student filing an appeal is encouraged to seek advice and help from any available staff member. Any student waiting to present his or her appeal will remain in ISS. An appointment with the superintendent and appropriate individuals will be established within 24 hours. Time spent in In-School Suspension does not apply towards Out of School Suspension.

A student appealing an ISS or OSS must follow this procedure:

1. The student must give a *written* appeal to the counselor who then contacts the superintendent.

2. An appointment is made with the superintendent to review the situation at a meeting with all the individuals involved including:
 - a. the principal
 - b. the educational staff member(s).
 - c. the student(s)
 - d. parent(s)/guardian(s)
3. The superintendent will make the final decision.

Residential Program Suspensions

In Dorm Suspension (IDS)

Students lose full privileges for the afternoon and evening and shall remain in a designated area for the duration of the period. Students may do their homework, read books, or work with residential staff in developing strategies to avoid future infractions. Students are not permitted to attend the cafeteria for dinner and shall take their dinner in the IDS area. Upon completion, student shall be sent to the Residence at curfew time.

Out of School Suspension (OSS)

Students will be sent home for serious violations and will not be allowed to return to school and dorm for a determined amount of time. Students may not attend school during this period of time.

Refer to the Residential Student Handbook Section for more detailed information regarding the Residential Policies.

Definition of Offenses (see Appendix F)

Level 1 Offenses (see Appendix E)

Level 1 behaviors are those behaviors that are insubordinate or cause minor disruptions to the academic/student life environment and may involve minor damage to MKSD property or harm to self or others. Level 1 behaviors result in disciplinary responses that may be elevated to administrative response if they are not successfully abated by the teacher/staff.

Repeat violations of the same Level 1 offense may result in Level 2 disciplinary action. More than one action may be considered, when appropriate, depending on the nature of the violation. See Appendix E for a list of possible disciplinary actions for any violation in Level 1.

Level 2 Offenses (see Appendix E)

Level 2 behaviors are those behaviors not specifically enumerated in any other level in this code of conduct that cause significant disruption to the academic/student life environment or cause harm to self or others. In addition to lesser consequences, Level 2 behaviors may result in in-school/dorm suspension.

Level 3 Offenses (see Appendix E)

Level 3 behaviors are those behaviors not specifically enumerated in any other level in this code of conduct that cause disruption to the school/student life operation, destroy MKSD property, or cause significant harm to self or others. Level 3 behaviors result in home suspension.

Level 4 Offenses (see Appendix E)

Level 4 behaviors are those behaviors not specifically enumerated in any other level in this code of conduct that are illegal, cause significant disruption to the school/student life operation, or cause substantial harm to self or others. Level 4 behaviors can result in home suspension and recommendation for expulsion.

Manifestation Determination Meeting

A manifestation determination meeting with the student, parent/guardian, principal and LEA will be scheduled to discuss appropriateness of the current placement at MKSD. Students who have committed serious offenses such as assault, possession of a deadly weapon, possession of drugs or alcohol or have committed arson and students who have exceeded 9 days of Out of School Suspension are required to have a manifestation determination meeting.

Tobacco Use

The Marie Katzenbach School for the Deaf and surrounding school property is a smoke-free school zone. The use of tobacco in any form is detrimental to the health of students. Therefore, smoking, possession of tobacco products or the use of tobacco in any form by students while in or on school properties, within the area surrounding the school grounds, under the school's jurisdiction, or while participating in a school-sponsored event, is prohibited.

For purposes of this policy, smoking shall mean all use of tobacco, including but not limited to holding a lit or unlit cigarette, chewing tobacco, e-cigarettes, possession of tobacco products, being in a bathroom stall where smoke is evident, and smoking in cars while on school property. In addition, where a staff member suspects a student of smoking, the odor of tobacco or the exhaling of smoke will be sufficient to apply the policy.

Students who act as "lookouts" to facilitate the other students' smoking will be subject to appropriate disciplinary action.

Students violating this policy will be subject to disciplinary action including, but not limited to:

- In-School Suspension
- Parent and District notified
- Assigned meeting with School Substance Abuse Counselor
- Out of School Suspension
- Referral to an outside agency for additional follow up
- In addition to the normal school penalties for a smoking violation, the school will file a complaint in the local municipal court for violation of State Code 26:3d-17 and PL 1981, c. 320 which prohibits smoking on any public school grounds K-12. Penalties for such an offense may include the following: up to \$500 fine, up to 60 days in jail and/or community service.

Substance Abuse

Bringing to school, or to a school sponsored activity; personally using in the school, showing symptoms in the school of prior use of alcohol or other drugs; possession in personal automobiles, lockers, or clothing; giving, selling, or persuading others to use alcohol or other drugs or what is believed by the student to be controlled dangerous substances or alcohol.

Drugs/Alcohol (N.J.S.A. 18A:40A-12)

If teaching staff or other school personnel suspect a student to be "under the influence of or in possession of alcohol, drugs, steroids, or substances identified in *NJAC18A:40A-9*, they will be

referred to the school nurse for verification. Should the nurse verify that the student is under the influence, the following disciplinary actions will occur:

- Parents/guardians and district notified
- Referral to SAC for assessment and recommended action plan
- Referral to outside agency for follow up
- Minimum of 5 days OSS
- Police informed
- Chemical examination performed per NJSA 18A: 40A-12
- Manifestation determination meeting with student, parents, district case manager, and MKSD staff. (repeat offense)

Weapons/Fire Arms (N.J.A.C. 6A:16-4.1(c)2)

Weapons Offense

The principal, vice principal, or security personnel, will search students who are suspected of being in possession of a weapon. A weapon is considered an object that can cause bodily harm to another person or an object used to cause bodily harm to another person.

The procedure taken is as follows:

1. Student is immediately removed from school setting, superintendent immediately notified, parents and police immediately contacted, and there may be a change in custody.
2. Secure weapon
 - a. School is placed on Lock Down
3. Suspension or Manifestation Determination Meeting

(Assault with Weapon Offense N.J.S.A. 18A:37-7 through 12)

Student Bomb Threat

A bomb threat is any communication received via telephone, email, face-to-face communication (written, verbal or signed) or other means (including Facebook and other social media) stating that a bomb will detonate on school grounds. A bomb is considered an explosive device greater in size than a firecracker that can cause harm to another person or an object. The principal, vice principal, or security personnel, will search students who are suspected of being in possession of a bomb. In the event of a bomb threat, the following procedures will be followed:

1. Principal and Superintendent are immediately notified.
2. Principal/Superintendent will notify police and follow emergency procedures as stated in Crisis Management Plan.
3. Discipline for bomb threat see Appendix E.

State and Federal Laws

SECTION 1: Inappropriate student behavior, listed below, will result in immediate consequences. Parents/guardians and the sending school district will be notified. Police will be notified where required by Statute, Code or MKSD policy.

1. Open defiance of the authority of any staff member.
2. Habitual use of profanity or obscene language.

3. Deliberate damage to school property.
4. Conduct that endangers the physical well-being of self and/or other students.
5. Taking/attempting to take personal property or money from another student.
6. Possessing an unauthorized paging device/cell phone of any kind.

SECTION 2: Student behavior, which violates the laws listed below, will result in a minimum of four (4) days OSS and may include additional consequences (such as community service, removal from the dorm, etc.). Parents/ guardians and the LEA will be notified. Police will be notified where required by Statute, Code or MKSD policy.

1. Physical assault on another student.
2. Deliberately pulling a false alarm.
3. Deliberately making a false 911 emergency call.
4. Making a bomb threat.
5. Possessing fireworks of any kind.
6. Possessing a weapon.

SECTION 3: Student behavior, which violates the laws listed below, will result in a minimum of nine (9) days OSS and may include additional consequences (such as community service, removal from the dorm, etc.). Parents/ guardians and the LEA will be notified. Police will be notified where required by Statute, Code or MKSD policy.

1. Assaulting a staff member.
2. Committing/attempting arson.

SECTION 4: Suggestive, offensive, violent or sexually explicit materials deliberately accessed on computer or transmitted through the computer are strictly prohibited. References to drugs, alcohol, tobacco products, weapons, and gangs are also strictly prohibited. Consequences for behavior that violates Section 4 include: (See Appendix E)

1st Offense: 5 days loss of all computer privileges in both school and dorm.

2nd Offense: 10 days loss of all computer privileges in both school and dorm.

3rd Offense: 15 days loss of all computer privileges in both school and dorm.

Students will have access to printed reference materials necessary to take notes and complete required assignments for these days when computer privileges are revoked.

SECTION 5: Student behavior, which violates the laws listed below, will result in immediate consequences:

1. Using inappropriate spoken/signed words or gestures including swearing, cursing, degrading racial/ethnic words, profane and insulting language.
2. Displaying messages/slogans/symbols, drawings, patches, posters, photographs, clothing, or any item that are suggestive, offensive, obscene, violent, and/or sexually explicit. References to drugs, alcohol, tobacco, weapons, and gangs are prohibited.
3. Specific examples of such prohibited materials include, but are not limited to:
4. Preprinted materials such as magazines, posters, photographs, clothing, etc..
5. Handwritten messages, drawings, patches, etc. on backpacks, notebooks, journals, bulletin boards, posters, school assignments, etc. Inappropriate themes chosen by a student for class assignments will be graded according to the classroom rules established by the individual teacher.

6. Originals or copies of movies and videotapes with a rating other than G or PG regardless of the age of the students. Any personal materials brought on campus by students must be viewed by staff prior to showing in any group setting.

SECTION 6: Student behavior, which violates the laws/policies listed below, will result in immediate consequences:

1. Participating in sexual activity of any kind. Students, regardless of age or grade, have no right to embarrass other students or staff by public displays of affection. When a couple is asked to cease intimate acts, they are expected to comply. Deep kissing, explicit sex talk, intentional body contact, fondling and any form of sexual intercourse are strictly prohibited.
2. Demonstrating any of the following behavior associated with sexual conduct as defined by the Office of Civil Rights:
 - a. Making sexual advances
 - b. Touching of a sexual nature
 - c. Pressuring of sexual favors
 - d. Touching oneself sexually or talking about one's sexual activity in front of others activity or performance

Consequences for violations under Sections 5 and 6 will be based on the severity of the incident(s), the degree of cooperation from the student(s) and the Office of Civil Rights guidelines.

Consequences will include, but are not limited to, the following:

- Lunch detention
- Half or full day ISS.
- OSS for minimum of 3 days.
- Parent and the LEA will be notified.
- Parent and the LEA meeting required.
- Manifestation determination meeting

In certain situations of sexual abuse or physical altercations, police will also be notified. Specific situations can be found in New Jersey 2C: 14-2.

Self-Destructive Statements/Gestures

Self-destructive behavior or suicidal inclination may not be apparent until a critical phase has been reached. School personnel must be prepared to spot at-risk students and to refer them to designated staff in each building. Any such signs or the report of such signs from another student should be taken seriously and communicated immediately to the Principal or Crisis Management Team Member. Every effort shall be made to provide positive intervention by using available school personnel and the assistance of appropriate agencies on behalf of the student. The student's parents/guardians shall be notified immediately of any suspected self-destructive behavior and their cooperation shall be sought in arranging for appropriate intervention. If parents/guardians indicate an unwillingness to cooperate in the best interest of the student, the school administration shall contact appropriate administrative or legal agencies to request intervention on the student's behalf.

In-service and continuing education programs shall be made available to the professional staff to assist them in identifying the signs of self-destructive behavior in students. Staff members shall

also be taught appropriate procedures for immediate assistance and for intervention for the student. (N.J.S.A. 18A:61-2)

Harassment, Intimidation & Bullying (HIB) Policy

We believe that all students require a positive, engaging and safe environment in order to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both the student's ability to learn and the school's ability to educate its students in a safe environment. Our school will not tolerate acts of harassment, intimidation or bullying.

On January 5, 2011, Gov. Christie signed into law the "Anti-Bullying Bill of Rights". The new law went into effect September 2011 and amends the 2002 anti-bullying law and provides several major changes including new definition for Harassment, Intimidation and Bullying, District Staff Functions, policy and procedures, training requirements and reporting.

Definition of Harassment, Intimidation and Bullying (HIB) are:

1. Any gesture, written, verbal, or physical act or electronic communication that takes place on school property, at a school sponsored function or school bus. Electronic communication means a communication transmitted by means of an electronic device, including but not limited to a telephone, cellular phone and computer or remotely activated paging device.
2. Incidents of HIB including cyber-bullying that occur away from school grounds may also be included if they endanger the safety of students or staff.
3. Motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory disability or any other distinguishing characteristic.
4. When a reasonable person should know, under the circumstances, that the act will have the effect of physically or emotionally harming the pupil or damaging his/her property, placing the pupil in reasonable fear of harm to his/her person or personal property.
5. Insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in or substantial interference with the orderly operation of the school.
6. When any behaviors associated with sexual conduct, as defined by the Office of Civil Rights, are sufficiently severe, persistent or pervasive so that they interfere with student/school performance or create an intimidating, hostile or offensive school environment, these behaviors become sexual harassment.
7. Also, a pupil exercising power and control over another pupil, either in isolated incidents or patterns of HIB behavior.

(N.J.S.A. 18A: 37-14 (2011))

Expected Behavior

Pupils should conduct themselves as appropriate to their levels of development, maturity and demonstrated capabilities with proper regard for the welfare of others, including staff and other pupils. Staff members are expected to model appropriate behavior and encourage best practices of proactive discipline, positive behavior support and growth in self-discipline. Severity of behaviors and history of other such behaviors will be considered when designing the consequences of infractions.

Consequences and Appropriate Remedial Action

Factors for determining consequences in response to HIB behavior include:

1. Age and developmental maturity levels of all parties;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between parties involved; and
7. Context in which the alleged incidents occurred.
8. Personal and environmental factors are also considered.

Consequences for Remedial Action for infractions are mandatory (N.J.A.C. 6A: 16-7.9 (a) 2). They may include a range and variation in type depending on the results of investigating the factors above. These include:

1. Admonishment (reprimand/ warning/advisement)
2. Temporary removal from the classroom
3. Deprivation of privileges (i.e., can't play sports or go on school trips)
4. Lunch Detention
5. Classroom or administrative detention
6. Referral to the disciplinary administrator
7. In-school suspension
8. After-school programs
9. Out of school suspension
10. Legal action (police involved)
11. Expulsion (removed from school)
12. Restitution (pay money or do community service)
13. Mediation
14. Recommendations of pupil behavior modification plan
15. Behavioral assessment/evaluation
16. Pupil counseling
17. Parent conferences

Reporting Procedures

1. Complaints alleging violation of the HIB Policy must be reported to the appropriate Principal or designee.
2. An incident reporting form to document the allegation must be completed for the investigation to begin.
3. A verbal report or anonymous report is considered official, but disciplinary action may not be taken based solely on an anonymous report.
4. Timely reporting, in compliance with the procedures in the Policy, makes the person who reports it immune from a cause of action for damages arising out of failure to report the incident.
5. Once reported the incident must be investigated. The Principal or Residential Director is responsible for ensuring that the investigation is carried out.
6. The investigation will be prompt, thorough and complete and be recorded.

7. An appropriate response must be developed and provided.

Reprisal or Retaliation/False Accusations

The Principal or designee will determine consequences for reprisal/retaliation after consideration of the nature and severity of the actions in accordance with state law and regulations.

Consequences for false accusations of HIB will be applied in accordance with NJ statute and the District Code of Conduct Policy

Policy Publication

Must be disseminated in total annually to school staff, parents/legal guardians and students.

Policy shall be transmitted to the Executive County Superintendent of Schools.

Must appear in any publication of comprehensive rules, procedures and standards for the school and on the district web site.

Staff training for HIB must be reviewed annually and determinations about the need for additional training and updates of the School Code of Conduct must be made and recommended by the Superintendent and BOE.

Use of Cell Phones/Personal Electronic Devices and MKSD Technology

In accordance with NJ Administrative Code 2C:33-19, students must obtain written permission from the superintendent to possess any remotely activated device that has internet access (this includes cell phones and pagers).

During school hours, students are not permitted to use cell phones, headphone devices, MP3 or iPod devices, cameras, camcorders, or any personal electronic devices (e.g. personal laptops, tablets, iPads). These devices may be brought to school; however, these devices must be turned off (not on silent or vibrate mode) and kept out of sight during school hours. This rule applies to any event occurring during school hours. Students may use cell phones or personal devices only with administrator permission. Students who are involved in extracurricular activities that involve the use of cameras during school hours, may use the camera with club sponsor permission and/or teacher/staff permission.

Students who use any personal electronic devices during school hours (in hallways, classroom, school assemblies, cafeteria, etc.) will receive consequences. Teachers and staff will inform the principal's office of all violations of this policy and complete an Incident Report.

The following consequences will be applied for violations during school hours:

1st Offense: The device will be confiscated by staff and returned to the student after school on the day it was confiscated. If student is unwilling to give the device to staff, the administrator will confiscate the device from the student.

2nd Offense: The device will be confiscated by staff and returned to the student after school on Friday. If student is unwilling to give the device to staff, the administrator will confiscate the device from the student.

3rd Offense: The device will be confiscated and the student's parents must pick up the device from school. If the parents are unable to pick up the device, they will need to arrange for mailing of the device by providing a padded self-addressed stamped envelope and sign a release from liability for damage or loss of the device in mailing.

4th Offense: The device will be confiscated and the student will lose the right to have the device on campus for 30 school days. The device will be returned in the same manner as the second offense.

If a parent/guardian allows a student to bring any such device to school, it is at his/her own risk. MKSD is not responsible for lost or stolen devices.

Use of Recording Devices in School

No individual may use any type of camera or other video, audio, or computer-recording device in any manner that interferes with or is disruptive to the educational process, invades privacy of any individual, or violates the academic integrity of any school activity.

Technology Usage

Acceptable Computer/E-mail Use Procedures

Students are allowed to use school-assigned laptops during class with teacher permission. Students must comply with the Student Laptop Loan Policy and the Acceptable Internet Procedures at all times (See Appendix J,M).

Students who have In-School Suspension may not have access to laptops/computer unless it is with strict supervision. This applies to Residential students who have In-Dorm Suspension.

Access to the Internet and computers (laptops) is a privilege, not a right, and inappropriate use will result in cancellation, restriction of those privileges and/or disciplinary action by school administrators.

The following procedures apply to all students and cover all technology owned by MKSD and personal technology equipment that is used during school hours. These procedures are in addition to the State of New Jersey Acceptable Internet Usage Policy.

Acceptable use includes, but is not limited to:

1. Use of school-owned technology during school and residential hours to support education and research and in agreement to the Student Laptop Loan Policy and Acceptable Internet Usage Policy.
2. Each student using his/her account and password and accepting the responsibility for all activities under his/her account.
3. Responsibility for securing any technology owned by MKSD when not in use.
4. When accessing sites such as YouTube for educational purposes, students will be monitored and should use safe search preferences.

Unacceptable use includes, but is not limited to:

1. Accessing social networking sites (including but not limited to Facebook, Twitter, etc.) on school equipment at any time
2. Removing any technology equipment owned by MKSD/Department of Education off-campus

3. Communicating with strangers and sharing personal information that is not under the supervision of a teacher, staff member, or administrator

Respect for property is expected. Students may not:

1. Damage equipment, computer systems, or computer networks
2. Disrupt the system
3. Disable filtering or other technology protection measures put in place by system administrators.
4. Leave any equipment owned by MKSD unattended/unsecured at any time (including residential program)

Students are responsible for any damage s/he may cause MKSD's technology equipment or computer network. The student will pay all costs incurred in restoring the network or restoring/replacing computer equipment as per Student Laptop Loan Agreement.

Students may not interfere with private information or communications by:

1. Forwarding and/or posting personal communication, contact information, or any other sensitive information about another person without author's prior consent unless required by administrator involving report of harassment, bullying, or inappropriate usage of technology.
2. Posting a picture of any student or staff member without his/her consent.

Students will be considerate of others by:

1. Refraining from excessive printing
2. Refraining from printing personal documents/images that are not for educational purposes
3. Refraining from sending spam or excessive group e-mails
4. Logging off the computer after use
5. Keeping the computers and computer areas clean and free from debris

Respect for self and others:

1. Students may not share their personal information with strangers on social networking sites, web pages, weblogs, v-logs, chat rooms (including but not limited to video chat rooms), instant messages, and/or e-mail.
2. Students may not share personal information of other students or staff members with anyone on social networking sites, web pages, weblogs, v-logs, chat rooms (including but not limited to video chat rooms), instant messages, and/or e-mail.
3. Students will not divulge their passwords to, or otherwise allow access to their network accounts
4. In the event a student or staff member receives any harassing, threatening, or inappropriate material through the Internet, on the computer or cell phone, the student/staff member should not respond and should immediately report the material to an administrator.

Consequences for Violations see Appendix E

Note: In the event that a student has lost his/her technology privileges, the teacher will provide a printed copy of the work and/or alternate activity for the student. Administrators may give students permission to access technology/Internet resources only under **direct** supervision of a staff member.

School administrators will communicate with the residential program regarding students who have committed any of the above offenses. Any student who has had their technology privileges suspended or revoked may use technology in the Educational Resource Center while supervised.

Behavior Support Program Specific Policies

In addition to the above procedures, the following guidelines will be followed in the BSP program. All guidelines for BSP students are reviewed on a case-by-case basis. Students must agree to the Student Laptop Loan Policy.

- Level 4 students are permitted to borrow and use school-owned technology during the school day and in the residential program after conferencing with BSP administrators. Students must agree to the Student Laptop Loan Policy.
- Level 2 and 3 students (who are mainstreamed) are permitted to use school-owned technology during specific class times with teacher permission only. If student does not require a laptop/computer for school-related assignment, student will not borrow a laptop.
- Level 1 students' permission will be granted on case-by-case basis as per BSP administrator.

MKSD Acceptable Internet Usage Policy

As per the State of New Jersey Department of Education's Acceptable Internet Usage Policy under the Office of Information Technology, the Marie Katzenbach School for the Deaf (MKSD) will adhere to the policy 09-07-NJOIT. A copy of this policy is provided in Appendix M. If at any time student conduct is questioned while using technology, this policy is to be referenced to determine appropriate consequences.

STUDENTS' RIGHTS TO DUE PROCESS

Teachers and administrators shall observe the following due process rights of students who violate any of the provisions of this policy.

- A. Informal hearing before the Principal or his/her designee (applies to any type of offense and any type of punishment)
 1. Explain verbally to the student the offense of which he/she is accused.
 2. Provide the student with an opportunity to be heard and to convey other information he/she thinks is relevant.
 3. Notify the parents/guardians of the student's offense.
- B. Formal Hearing before the Superintendent (applies to any type of offense which may result in suspension of ten days or more or expulsion):
 1. Explain to the student in writing the offense of which he/she is accused.
 2. Provide the student with an opportunity to be heard and convey other information he/she thinks relevant.
 3. Notify the parents in writing and provide them with an opportunity to be present at the formal hearing.
 4. Provide the student with the names of adverse witnesses.
 5. Provide the student with copies of any written statements or affidavits by adverse witnesses.
 6. Provide the student with an opportunity to present witnesses and other evidence in his/her own behalf.

7. Provide the student with an opportunity to question adverse witnesses.
8. Provide the student with an opportunity to be represented by counsel, if he/she so requests, and permit parents to appear at the formal hearing and represent and assist the student.
9. Provide the student with a basic written record of the formal hearing that has taken place.

MKSD Residential Program

Contact Information for the Residential Program

Brian Marion, Director of Residential Services

Phone: 609-530-3177 VP: 609-643-5806

Text: 609-865-1968

Email: Brian.Marion@mksd.org

Helene Robidoux, Administrative Supervisor

Phone: 609-643-5822

Email: Helene.Robidoux@mksd.org

Patrick Gillespie, Night Administrative Supervisor

Phone: 609-643-5824

Email: Patrick.Gillespie@mksd.org

High School Girls

VP: 609-643-5818

High School Boys

VP: 609-643-5819

Education Resource Center

VP: 609-643-5761

Residential Students reside in the dormitories Mondays through Thursdays and go home on Fridays.

Mission Statement

The Residential Program provides a natural and safe environment for each student that allows for secondary learning in social, emotional, and life skills development. Each student will have opportunities to participate in activities provided by staff and receive assistance with their academic work through the Educational Resource Center. There will be five main areas addressed: Academics, Responsibility, Socialization, Leadership, and Community Involvement.

Program Goals

- To provide support services in the Residential Program for students to enhance their development in Academics, Responsibility, Socialization, Leadership, and Community Involvement.
- To develop appropriate coping skills to effectively manage day to day stress in preparation for life beyond school.
- To provide consistent staff support.
- To facilitate the transition of students in preparation for life beyond school.

Approach

- Consistent Staff Support
- Daily or Weekly Community Meetings
- Student Work Experiences
- Education Resource Center (tutoring)
- Compliance with Code of Conduct rules and policies with staff support

Students will have the opportunity to participate in all activities provided by the Residential Program and to develop skills in appropriate socialization with their peers. Students will also have opportunities to learn skills in managing their emotional needs, effective communication, and self-regulation. Students will be expected to abide with the Code of Conduct and students will receive staff support in doing so.

Activities

Students will have the opportunity to participate in activities including but not limited to:

- | | |
|-----------------------------|-----------------------------|
| ● Bicycle Riding | ● After School Activities |
| ● Varsity Sports | ● Evening Activities |
| ● Recreation Sports Program | ● Colts Center (Snack Bar) |
| ● Student Work Experience | ● Education Resource Center |
| ● Off-Campus Trips | |
| ● Campus Parties | |

Privileges

- | | |
|-------------------------------|--------------------------|
| ● Use of ERC Computer Lab | ● Off Campus Privileges |
| ● Use of cell phones | ● Ordering food |
| ● Watching television | ● Colts Center Snack Bar |
| ● Playing video games | |
| ● Participating in activities | |

Visitors

All visitors to the dormitories must sign in with Security and obtain a visitor's pass. Residential administrators reserve the right to deny access to visitors who are not members of a student's family. Visiting hours are as listed below:

Family Members: 3pm-9pm Mondays-Thursdays

Public Visiting Hours – permitted only during school events such as sporting events, events open to the public. Visiting privileges end after the event is done.

NOTE: Students are expected to comply with the rules of the Residential Program and failure to do so will result in consequences as listed in the Code of Conduct. Staff will apply optimal strategies to help students be in compliance with the rules and be accountable for their actions and consequences. Refer to Appendix A of Level Behaviors and Interventions

Programs for Students

Education Resource Center (ERC)

The ERC offers tutoring to all students and is staffed with certified teachers. ERC is located in the CLERC Building, which also houses the Library. ERC has classroom and study areas for students to use during their study time. Students also shall have access to the ERC Computer Lab. Students who are on Academic Probation or receive warning slips shall be required to attend ERC until their name is removed from the list. ERC is open from 3:00pm to 9:15 pm Mondays through Thursdays.

Student Activities

This program encompasses all the after school and evening activities, off-campus trips, parties, Recreation Sports Program and is the heart of the Residential Program. Staff will organize activities and workshops that benefit the secondary learning for students. Activities include but not limited to:

Colts Center Snack Bar
Gym Activities
Outdoor Activities
Indoor Activities
Off Campus Trips
Free time in the Residences

Recreation Sports Program
Intramural and Leisure Activities
Workshops
Student Work Experiences

Living Skills

Staff will work in teaching students responsibility in maintaining their rooms, set up laundry schedules, conduct weekly meetings to review the Code of Conduct and rules of the Residential Program, and ensure all students are supervised properly.

Adaptive Skills

Students with special needs shall be placed in this program and be allowed to participate in activities geared towards their needs that include but are not limited to:

1. _____ Adaptive activities
2. _____ Life Skills Program
3. _____ Off campus trips
4. _____ Special Olympics

5. _____ Education Resources Center
6. _____ Interaction with other students with staff support

Night/Morning Program

Our Night Staff supervises the students and building during the night between the hours of 11:00pm to 9:00am. They make sure our students are in bed and remain safe throughout the night. Their duties include:

1. Head Count at beginning of Shift
2. Securing buildings
3. Communication with Day Staff
4. Room checks every 15-30 minutes
5. Ensuring students use their alarm clocks appropriately
6. Making sure students get up in morning and prepare for school
7. Supervise breakfast in the cafeteria
8. Assist students during the night in emergencies
9. Getting students to their class on time in the mornings

Residential Program General Rules

Residences

Residence 1: houses all female students from K-12.

Residence 2: houses all male students from K-12.

Each room holds two students and is equipped with a bed, lockable dresser, and a closet. A bathroom is shared by two rooms and shared with 4 students. Each room is also equipped with air conditioning, alarm clocks, and an emergency fire alarm strobe light.

Room Maintenance and Inspection

Students are required to keep their rooms clean daily. Each student is required to make their beds each morning, place their dirty clothes in appropriate receptacles, maintain clean dressers and closets, and keep their bathrooms sanitary. Wastebaskets shall be emptied on a regular basis.

Room inspections shall be conducted by staff on a daily basis and any violation shall be recorded and processed with the student with the goal of developing good habits in maintaining their room.

Any damage incurred to bedrooms and/or furnishings is a violation of the Code of Conduct and will be addressed. Costs incurred will be billed to the student or parents/ guardians. The cost shall be paid in full before the student may participate in events/activities.

Roommate Selection

At the beginning of each school year, Elementary and Middle School students will be assigned their rooms and roommates. High School students will be allowed to select their roommate. In the event that staff observes roommates as being incompatible, staff shall make changes.

Room Decorations (see Appendix A)

Clothes and Laundry

Students may wash their clothes and linens in our Residences using the machines located on the Lower Level of both Residences. Students will be required to launder their bed linens every two weeks as part of their life skills program.

Dress Code for Students (see Appendix B)

Students are expected to comply with the dress code while on campus.

Medication Policy

Students are not permitted to keep medications of any kind in their possession. All medications must be stored at the Student Health Center and be dispensed by the Nurse on Duty. This includes any over-the counter (OTC) medicine, and vitamins.

Telephone/Videophone

Students may use the videophones in the Residences and the Education Resource Center. There is a 20 to 30 minute time limit on conversations. Phone calls may be made between the hours of 3:00pm to 9:30pm. No phone calls may be made after 10:00pm Mondays through Thursdays except for emergencies.

Respect and Conduct

Students shall show respect at all times to other students and staff as demonstrated through civil and courteous behavior including words and actions.

Students shall respect property by demonstrating neatness, keeping their rooms clean, not damaging property, and not stealing from others.

Students shall abide by rules and policies established in the residences

Students are not permitted to bring weapons, drugs, pornographic materials, and any other prohibited items as outlined in the Code of Conduct.

Students may be subject to disciplinary actions when they fail to comply with the rules.

Disciplinary actions are progressive under normal circumstances according to the Consequences Guideline Chart.

After School Program

Students are not permitted in the Residences from 3:30pm to 5:30pm daily. Students will have the opportunity to relax and prepare for activities from 3:00pm to 3:30pm daily.

Students who are on Academic Probation and do not participate in Varsity Sports Program will be required to attend Education Resource Center after school daily until their name is removed from the Academic Probation List. Students are required to do 60-90 minutes of studying.

Evening Program

All students will have the opportunity to participate in activities after dinner from 6:30pm to 10:00pm.

Bicycles (see Appendix C)

Students are permitted to ride bikes, rollerblades, or skateboard in the fall and spring time. Since this expands our area of supervision on campus, the students need constant supervision and

supervisors are strongly encouraged to ride bikes with students. Below are general rules for students that supervisors should be aware of. All students must bring permission form signed by parents before participating.

- a) Bike safety classes must be completed before students can ride their bikes on campus and off campus.
- b) Helmets must be worn at all times for all students from Elementary School to High School.
- c) Equipment may be brought to school on buses, if the bus company permits. If bikes are brought on buses, parents shall be responsible for contacting the bus company to obtain permission. Students shall be responsible for storing their bikes in a secure area.
- d) Biking, Rollerblading, and Skateboarding will be permitted subject to weather conditions.
- e) Biking, Rollerblading, and Skateboarding will be permitted after school before darkness, in designated areas.
- f) Biking, Rollerblading, and Skateboarding will be permitted on and off-campus with staff supervision.
- g) No unsupervised racing is permitted.
- h) No student riding a bicycle, rollerblades, or a skateboard shall attach themselves to any street car/vehicle.
- i) Every student riding a bicycle, rollerblades, or a skateboard should stay in the same direction as vehicular traffic.
- j) All bike riders must obey state and local auto driving laws.
- k) Limit the number of passengers to the number the bicycle is designed to carry.
- l) Do not ride the bicycle with feet removed from the pedals or with both hands removed from the handlebars; nor practice any trick or fancy riding.
- m) Parental signature is required for any student to ride bicycles on or off campus.

Rollerblading/Roller-skating (see Appendix C)

Students may bring their own roller-skates/ rollerblades with parent permission. Students are required to wear protective gear: helmet, knee pads, elbow pads and gloves. This is for safety reasons and aims to reduce injuries. Please refer to Residential Appendix C for permission form.

Haircuts, Hair Dyeing, Tattooing, and Body Piercing

For their protection, students are not allowed to cut their hair in the residences. Staff may cut their hair after obtaining permission from parents/legal guardians.

For safety and health reasons, no hair dyeing, tattooing, or body piercing shall be permitted on campus or during the time students are under the supervision of MKSD.

Food Service

All students living in the Residences shall be provided breakfast, lunch, and dinner daily. Students are not permitted to take food/drinks out of the cafeteria at any time.

All students are required to attend breakfast and may leave the Residences no later than 7:55am Tuesday through Friday mornings. This will provide students ample time to eat their breakfast and get to their classes on time.

All students eat dinner at 5:30pm Mondays through Thursdays.

Ordering Food/Takeout

Students are permitted to order out for food between the hours of 3:00pm to 8:30pm. Students will be required to attend dinner in the cafeteria Monday through Thursday.

Study Hours

All students are required to have 60-90 minute of study time daily and may study in the Residences or in the ERC. All Elementary and Middle School students will be supervised during their study time and be provided assistance by tutors. All HS students will be responsible for managing their study time and in cases of poor grades or poor time management, staff will intervene with strategies to help students develop better study habits and time management.

Education Resource Center

Students are to observe the following rules while in the ERC:

- No food/drinks in the ERC or Library
- Students may use the Wi-Fi Café in the CLERC building to eat, drink, and take break from studying
- Quiet time is observed while in the ERC or Library in respect for other students' study time
- No socializing is permitted during study time.
- No phones or electronic devices.

Residential Curfew

a. Elementary students: will be in the Residences by 8:00pm and in bed with lights out at 9:00pm.

b. Middle School students: will be in the Residences by 9:00pm and in bed with lights out at 10:00pm.

c. High School students: will be in the Residences by 10:00pm and in bed with lights out at 11:00pm.

****All phones, laptops, and games shall be turned off 30 minutes before lights out.***

Swimming Trips (see Appendix D)

Our students have the option to participate in The College of New Jersey weekly swimming trip that takes place on Tuesday evenings. All students must demonstrate the ability to swim. Instructions for swimming may be provided whenever possible.

Student Conduct

All students are expected to demonstrate positive behavior and be model citizens. When an Incident Report is referred to the administration, it will be investigated to determine whether there has been a violation of the Code of Conduct. The administration shall then determine the appropriate steps to address the misconduct according to the Level Behaviors and Interventions. All students are subject to the New Jersey State Laws, Federal Laws and may be accountable for any violations of such laws. Any student deemed dangerous to him/herself or others may be removed immediately from the premises and addressed with the appropriate steps according to rules/policies, state and/or federal laws.

Residential staff shall work with referred students in disciplinary situations in developing better strategies to stay in compliance with the Code of Conduct. Staff shall provide learning opportunities for students to increase their self-esteem, confidence, and emotional quotient.

Discipline Terminology

- a. Conference/Warning with Staff** –this is for minor infractions of rules and used as a cooling-off period for students. Staff also shall use this time to process with student the specific rule infraction and discuss strategies in avoiding future infractions.
- b. Early Bedtime (EBT)** –this is applied towards Residential Curfew violations and any minor violations that warrant it.
- c. Activity/Item Restriction** – students lose the privilege of participating in a specific activity or using an item.
- d. After School Loss of Privileges** – Students lose full privileges and shall remain in the designated area for the duration of the period. Students may do ONLY their homework, read books, or work with staff in developing strategies in avoiding future infractions. No other items or activities are allowed such as phones, laptops, games, socializing, etc.
- e. Evening Loss of Privileges** – Students lose full privileges and shall remain in the designated area for the duration of the period. Students may do ONLY their homework, read books, or work with staff in developing strategies in avoiding future infractions. No other items or activities are allowed such as phones, laptops, games, socializing, etc.
- f. Community Service** – This is a form of consequence where students may have to do some work around their residences or on campus related to their offense. For example, if a student punches a hole in the wall, he/she will be required to learn how to cover up the hole, repair and paint.
- g. In Dorm Suspension (IDS)** – Students lose full privileges for the afternoon and evening and shall remain in a designated area for the entire afternoon/evening. Students may do ONLY their homework, read books, or work with staff in developing strategies in avoiding future infractions. No other items or activities are allowed such as phones, laptops, games, socializing, etc. Students are not permitted to attend the cafeteria for dinner and shall take their dinner in the designated area. Upon completion, student shall be sent to the Residence at curfew time.
- h. Out of School Suspension (OSS)** –Students will be sent home for serious violations and will not be allowed to return to school and dorm for determined amount of time.
- i. Processing with a student** – Staff establishes rapport with the student by sitting and talking with them about the consequences of their behavior and how it affects others. Staff will discuss the different options of dealing with the situation better in the future. This will help the student develop better strategies for coping with difficult situations and help the student become more self-reliant.

Appeal Process

In the event a student disagrees with the consequences or believes he/she is innocent of rule violations, the student must inform their Administrative Supervisor that they wish to appeal the decision. Once the appeal has been logged, Administrative Supervisor shall contact the Director for a meeting. The meeting shall take place within 24 hours and a final decision shall be agreed upon with staff, student, and Director present. The appealing student may bring supporting witnesses/materials to the meeting if necessary.

Appendix A: Residential Room Decorations

List of Items include:

- Posters
- Picture frames
- Rugs
- Comforters/Sheets/Pillows for beds
- Plants

Prohibited Items:

- Sexually explicit pictures
- Any pictures depicting alcohol, tobacco, drugs, or other illegal or harmful products
- Obscene materials including but not limited to profanity, violence, use of weapons

List of Items students may bring to the Residences:

Personal Toiletries Required:

- 3 tubes of toothpaste
- Toothbrush
- Deodorant/antiperspirant
- Soap (3 bars or 3 bottles)
- Shampoo (preferably 3 bottles)
- Brush/comb/hair pick
- 3 packs of hearing aid battery packs (if your child wears hearing aids)

Note: Extra supplies of each item listed above is for the purpose of making sure your child always has plenty on hand while staying in our residences.

Clothing Required:

- Slippers
- Bathrobe
- 1 weeks worth of school clothing, play clothing, and pajamas
- 2 days worth of extra clothing to keep on hand in the residence at all the times
- 1 set of old work clothing to keep on hand in the residences for special community services if needed
- 1 set of nice clothing to keep on hand in the residences for special occasions such as dances, special dinners, or special trips out.
- Sneakers
- Laundry bag or basket (to store dirty clothes in)
- Towels and washcloths

- Umbrellas

Optional Items (and any other items not listed above)

Night light	Personal miniature refrigerators
Posters or pictures to hang in room	Microwaveable Foods
Stuffed animals	Non-perishable food
Raincoat	Snacks
Small Television (30 inches or less)	Beverages
Video games	
Stereos	

***Note** – Students are required to purchase a padlock for their dressers and will be responsible for locking up their valuables.

****Note** - Please label all items with your child's name to help us identify ownership while your child stays in the residence.

*****Note** - Students may bring their own linens and blankets but they must stay at the dorm until the end of the academic year. We do have linens and blankets that we will provide if your child chooses not to bring their own.

******Note** – all electronics such as televisions, games, cellphones brought into the residences shall be recorded with serial numbers.

Final Note – all students are required to bring their own laundry detergent if they wish to wash their own clothes. All detergent must be HE rated due to our high efficiency washers. School shall provide detergent to students only for laundering bed linens.

Appendix B: Residential Dress Code for Student

Students and staff should help to create and maintain a positive learning environment. Proper clothing and grooming habits contribute to our educational atmosphere. Pupils and parents should choose clothing that meets the following goals.

1. Clothing attire shall be neat, clean, and presentable.
2. Shirts must meet pants with no stomach or back showing in-between.
3. Pajama pants and boxer shorts may not be worn as clothing except when in residences.
4. The belt area of pants must be worn at the waist.
5. Shorts must be of modest length and not overly tight.
6. Flip-flops and slippers are allowed in residential areas
7. Sneaker skates are prohibited.
8. All head coverings (hats, caps, sweatbands, bandannas, etc) must be removed upon entering the school building unless part of a religious belief.
9. Jewelry that appears unsafe must not be worn.
10. Graphics that are suggestive, obscene, or offensive on any garment, jewelry or accessory are prohibited (e.g. alcohol, drugs, tobacco, weapons, obscenities, gang affiliations, internet slang, or words with double meanings).
11. Sunglasses may not be worn in buildings unless there is a doctor's note.
12. Sneakers must be worn in the gym and they must be tied correctly and tight.

Note: Violators of the dress code will be asked to change. If they cannot do so, alternate clothing will be provided. A letter will then be sent home to parents explaining the rule violation.

Repeated violations of the dress code will result in appropriate disciplinary action

Appendix C: Residential Bicycle Riding and Rollerblading/Roller-skating Permission

Bicycle Riding/Rollerblading/Skateboard Permission

I permit my son/daughter _____ to participate in biking, skateboarding, and rollerblading activities with the understanding that they must follow all safety guidelines established by staff and wear safety equipment. Students shall be responsible for bringing their own safety equipment, bikes, rollerblades, and skateboards. Students shall be responsible for locking up their equipment properly with staff guidance. Students can bring their own bikes through their own transportation other than school bus. This permit is valid for the 2016-2017 Academic Year.

Safety Equipment Required for Skateboarding/Rollerblading:

1. Helmet
2. Wrist Guards
3. Elbow Guards
4. Knee Guards

Safety Equipment Required for Biking:

1. Helmet

Note: Failure of compliance with safety equipment will result in loss of privileges until student is in compliance.

Please check off activities you permit your child to participate in:

- ☐ Bicycle Riding On Campus
- ☐ Bicycle Riding Off Campus
- ☐ Rollerblading On Campus
- ☐ Skateboarding On Campus

Student Name _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

Swimming Permission

Please complete and return this form so that your son/daughter will be able to participate in swimming trips to The College of New Jersey or other locations with swimming pool. There will be certified Lifeguards at any swimming location. The College of New Jersey will also require parents to sign their waiver form, which will be sent home with students during the first week of school.

Please read and sign and check off the appropriate boxes that apply to your child.

When students participate on swimming trips, they are required to pass a swim test administered by lifeguards EVERY time they visit the pool to ensure that they can swim in the deep end of the pool. If the student is unable to pass the test, he/she will be assigned to the shallow end of the pool with staff supervision. Flotation devices will be required for students who are UNABLE to swim or float on their own without assistance. If your child is unable to swim, you must provide flotation devices to your child to bring to school to use throughout the program. When students pass the test given by lifeguards, they will continue to be supervised by staff at the deep end of the pool along with the lifeguards.

I give permission for my child to participate in the swimming trips for the 2016-17 Academic Year

- ☐ **My child can swim in the shallow and deep end of the pool and is able to float and swim on own without assistance**
- ☐ **My child is not able to swim or float without assistance or can only swim in the shallow end of the pool**
- ☐ **My child can not swim at all – Please provide flotation devices**

Student Name _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

Level One Behaviors and Interventions

Infractions	Academic Program	Residential/EDP Program
1.1. Annoying Behavior 1.2. Late to Class/Activity 1.3. Food Violation 1.4. Failure to sign in at school or carry pass 1.5. Lack of cooperation 1.6. Loitering 1.7. Dress Code Violation	Consequences included but not limited to: <ul style="list-style-type: none"> • Written warning/teacher detention • Lunch detention • 2 lunch detentions • ISS • OSS; re-admission conference with Principal/designee 	Consequences included but not limited to: <ul style="list-style-type: none"> • Warning and conference with staff • Activity Restriction • Loss of Privileges • IDS • OSS; re-admission conference with Principal and Director
1.8. Campus driving violation	<u>1st Offense:</u> <ul style="list-style-type: none"> • Loss of driving privileges for a total of 20 school days. <u>2nd Offense:</u> <ul style="list-style-type: none"> • Loss of driving privileges for the remainder of the school year 	<u>1st Offense:</u> <ul style="list-style-type: none"> • Loss of Off Campus Leave Privileges for a total of 16 dorm nights. <u>2nd Offense:</u> <ul style="list-style-type: none"> • Loss of driving privileges for the remainder of the school year • Workshop on driving safety with designee
1.9. Leaving School Laptop Unattended	<u>1st Offense:</u> Warning <u>2nd Offense:</u> Loss of laptop privileges for 1 day. <u>3rd Offense:</u> Loss of laptop privileges for 3 days and lunch detention <u>4th Offense:</u> Sign out laptop daily and return at end of school day	

<p>1.10. Inappropriate use of personal electronic devices</p>	<p><u>1st Offense:</u></p> <ul style="list-style-type: none"> • Device shall be confiscated by staff for the day and be returned at the end of the school day <p><u>2nd Offense:</u></p> <ul style="list-style-type: none"> • Device shall be confiscated by staff and be returned at the end of the school week <p><u>3rd Offense:</u></p> <ul style="list-style-type: none"> • Device shall be confiscated by staff • Parents shall pick up the device. If not picked up, the device shall be mailed after parent provides a padded self-addressed stamped envelope and sign a release from liability for damage or loss of device in mailing <p><u>4th Offense:</u></p> <ul style="list-style-type: none"> • Device shall be confiscated by staff and student will not be permitted to have device on campus for 30 school days • Parents shall pick up the device. If not picked up, the device shall be mailed after parent provides a padded self-addressed stamped envelope and sign a release from liability for damage or loss of device in mailing 	<p><u>1st Offense:</u></p> <ul style="list-style-type: none"> • Loss of Device privileges for 1 day • Device shall be confiscated by staff and be returned to student the following day at 3:30pm <p><u>2nd Offense:</u></p> <ul style="list-style-type: none"> • Loss of Device privileges for 2 days • Device shall be confiscated by staff and be returned to student at 3:30pm after the 2 days loss of privileges is completed <p><u>3rd Offense:</u></p> <ul style="list-style-type: none"> • Loss of Device privileges for 1 week • Device shall be confiscated by staff • Parents shall pick up the device. If not picked up, the device shall be mailed after parent provides a padded self-addressed stamped envelope and sign a release from liability for damage or loss of device in mailing <p><u>4th Offense:</u></p> <ul style="list-style-type: none"> • Loss of Device privileges for 2 weeks • Device shall be confiscated by staff • Parents shall pick up the device. If not picked up, the device shall be mailed after parent provides a padded self-addressed stamped envelope and sign a release from liability for damage or loss of device in mailing <p><u>5th Offense:</u></p> <ul style="list-style-type: none"> • Loss of Device privileges for 1 month • Device shall be confiscated by staff • Parents shall pick up the device. If not picked up, the device shall be mailed after parent provides a padded self-addressed stamped envelope and sign a release from liability for damage or loss of device in mailing <p><u>6th Offense:</u></p> <ul style="list-style-type: none"> • Loss of Device privileges for remainder of the year and student shall not be permitted have the device on campus • Device shall be confiscated by staff • Parents shall pick up the device. If not picked up, the device shall be mailed after parent provides a padded self-addressed stamped envelope and sign a release from liability for damage or loss of device in mailing
--	--	---

1.11. Food/Drink in ERC and Library areas		1st Offense: Warning and removal of food/drink 2nd Offense: Loss of library privileges for the day 3rd Offense: Loss of library privileges for 2 days 4th Offense: Loss of library privileges for 3 days 5th Offense: Loss of library privileges for 1 week
1.12. Residential Curfew (Night/Morning)		1st Offense: Conference and Warning 2nd Offense: 15 Minutes early bed time 3rd Offense: 30 Minutes early bed time 4th Offense: Reassign to new room 5th Offense: Minimum of 1 evening Loss of Privileges 6th Offense: 1 day In Dorm Suspension
1.13. Residential Chores Incomplete		1st Offense: Conference and complete chores 2nd Offense: Activity Restriction and complete chores 3rd Offense: Activity Restriction and complete chores 4th Offense: Loss of Privileges 5th Offense: 1 day IDS

Level Two Behaviors and Interventions

Infractions	Academic Program	Residential/EDP Program
<p>2.1. <i>Minor inappropriate network/internet behavior with school equipment</i></p> <p>2.2. <i>Minor email infraction with school equipment</i></p>	<p><i>Consequences included but not limited to:</i></p> <p>1st Offense: Warning and explanation of the policy violation</p> <p>2nd Offense: Suspension of technology use for up to a week (depending on degree of offense)</p> <p>3rd Offense: Suspension of technology use for 1-2 weeks. Student is allowed to use only computer lab for schoolwork</p> <p>4th Offense: Suspension of technology use for 1 month up to a semester, depending on severity of infraction. Student is allowed to use only computer lab for schoolwork</p>	
<p>2.3. <i>Inappropriate physical conduct/horseplay</i></p> <p>2.4. <i>Inciting or running towards a fight</i></p> <p>2.5. <i>Inappropriate language/verbal abuse</i></p> <p>2.6. <i>Inciting disobedience or possessing or disseminating materials that are obscene, defamatory, or which may initiate unlawful activity</i></p> <p>2.7. <i>Disrespect towards staff or student</i></p> <p>2.8. <i>Disturbance in the class, cafeteria, detention area, study time, or bus</i></p> <p>2.9. <i>Leaving area without permission</i></p> <p>2.10. <i>Inappropriate behavior</i></p> <p>2.11. <i>Habitual lateness to class/activity</i></p> <p>2.12. <i>Cheating/forgery/submission of false documentation</i></p>	<p><i>Consequences included but not limited to:</i></p> <ul style="list-style-type: none"> • Lunch detention • ISS • OSS • Parent conference 	<p><i>Consequences included but not limited to:</i></p> <ul style="list-style-type: none"> • Activity Restriction or Loss of Privileges • Community Service • Workshops • IDS • OSS • Parent Conference
<p>2.13. <i>Cutting class</i></p>	<p><u>1st Offense:</u></p> <ul style="list-style-type: none"> • ½ day ISS <p><u>2nd Offense:</u></p> <ul style="list-style-type: none"> • 1 day ISS <p><u>3rd Offense:</u></p> <ul style="list-style-type: none"> • 3 day OSS • Parent/Sending School District Contacted 	
<p>2.14. <i>Deliberate Access to or transmission of suggestive, offensive, violent, or sexually explicit materials on computers</i></p>	<p><u>1st Offense:</u> 5 days loss of laptop privileges</p> <p><u>2nd Offense:</u> 10 days loss of laptop privileges</p> <p><u>3rd Offense:</u> 15 days loss of laptop privileges</p> <p><i>*Student may also earn ISS or OSS based on severity of offense</i></p>	

Level Three Behaviors and Interventions

Infractions	Academic Program	Residential/EDP Program
3.1. Bias incident/sexual harassment 3.2. School property vandalism 3.3. Threat to another student and/or staff member, including hazing 3.4. Leaving or refusing to report to ISS or IDS 3.5. Theft 3.6. Truancy 3.7. Unsafe act/causing any emergency situation 3.8. Gambling 3.9. Leaving school/dorm without permission	<u>1st Offense:</u> <ul style="list-style-type: none"> Minimum 3 days OSS Parent /Sending School District contacted <u>2nd Offense:</u> <ul style="list-style-type: none"> Minimum 6 days OSS and Manifestation Determination meeting <u>3rd Offense:</u> <ul style="list-style-type: none"> 9 days OSS Parent /Sending School District contacted Parent/Sending School District meeting required 	<u>1st Offense:</u> <ul style="list-style-type: none"> Minimum 3 days OSS IDS/restitution for any damages, and workshop with designee <u>2nd Offense:</u> <ul style="list-style-type: none"> Minimum 5 days OSS and Manifestation Determination meeting <u>3rd Offense:</u> <ul style="list-style-type: none"> 9 days OSS Parent /Sending School District contacted Parent/Sending School District meeting required
3.10. Plagiarism	<u>1st Offense:</u> <ul style="list-style-type: none"> A grade of zero for the assignment and 1 day ISS <u>2nd Offense:</u> <ul style="list-style-type: none"> A grade of zero for the assignment and 2 days ISS <u>3rd Offense:</u> <ul style="list-style-type: none"> A grade of zero for the assignment and 2 days OSS 	

Level Four Behaviors and Interventions

Infractions	Academic Program	Residential/EDP Program
4.1. Attacking a non-retaliating student 4.2. Fighting 4.3. Disrespect, abusive language or threat to staff member (action deemed serious)	<u>1st Offense:</u> <ul style="list-style-type: none"> • Minimum 4 days of OSS • Police, parents, LEA notification • Re-admission conference with Principal/designee <u>2nd Offense:</u> <ul style="list-style-type: none"> • Minimum 5 days OSS and Manifestation Determination meeting • Referral to counseling • Parent/LEA notification 	
4.4. Smoking/tobacco possession offense (NJAC6:29:6.3a)	<u>1st Offense:</u> <ul style="list-style-type: none"> • One day ISS or IDS • Parent and District notified • Referral to Substance Abuse Counselor <u>2nd Offense:</u> <ul style="list-style-type: none"> • 2 days ISS • Parent and district notified • Referral to Substance Abuse Counselor <u>3rd Offense:</u> <ul style="list-style-type: none"> • 3 days OSS • Parent and district conference - required <p>In addition to the normal school penalties for a smoking violation, the school will file a complaint in the local municipal court for violation of State Code 26:3d-17 and PL 1981, c. 320 which prohibits smoking on any public school grounds K-12. Penalties for such an offense may include the following: up to \$500 fine, up to 60 days in jail and/or community service.</p>	
4.5. Weapons Offense (NJAC6A:16-4.1(c)2)	<p><i>Interventions are included but not limited to:</i></p> <u>1st Offense:</u> <ul style="list-style-type: none"> • 9 days OSS and Manifestation Determination meeting • Police, parents, sending school district notification 	
4.6 Substance abuse offense (NJAC18A:40A-9)	<p><i>Interventions are included but not limited to:</i></p> <u>1st Offense:</u> <ul style="list-style-type: none"> • Minimum of 5 days OSS • Police, Parents/guardians, and district notified • Referral to SAC for assessment and recommended action plan • Referral to outside agency for follow up • Chemical examination performed per NJSA 18A: 40A-12 <u>2nd Offense:</u> <ul style="list-style-type: none"> • All of the above plus a Manifestation Determination Meeting with student, parents, district case manager, and M.K.S.D. staff. 	
4.7 Bomb Threat	<u>1st Offense:</u> <ul style="list-style-type: none"> • Minimum 5 days of OSS • Re-admission conference with Principal/student/parent/sending school district <u>2nd Offense:</u> <ul style="list-style-type: none"> • Minimum 9 days OSS and Manifestation Determination meeting <p><i>*Police notification mandatory in all cases</i></p>	
4.8 False Alarm/False 911 Call	<u>1st Offense:</u> <ul style="list-style-type: none"> • Minimum 4 days of OSS • Re-admission conference with Principal/designee <u>2nd Offense:</u> <ul style="list-style-type: none"> • Minimum 5 days OSS and Manifestation Determination meeting 	

	<i>*Police notification mandatory in all cases</i>
4.9 Fireworks of any Type – refer to page 31 Section 2	<u>1st Offense:</u> <ul style="list-style-type: none"> • Minimum 4 days of OSS • Re-admission conference with Principal/designee <u>2nd Offense</u> <ul style="list-style-type: none"> • Minimum 5 days OSS and Manifestation Determination meeting <i>*Police notification mandatory in all cases</i>
4.10 Arson – refer to page 31 Section 3	<u>1st Offense</u> <ul style="list-style-type: none"> • 9 days OSS and expulsion <i>*Police notification mandatory in all cases</i>
4.11 Assault of Staff Member – refer to page 31 Section 3	<u>1st Offense:</u> <ul style="list-style-type: none"> • Minimum 5 days of OSS • Re-admission conference with Principal/designee <u>2nd Offense</u> <ul style="list-style-type: none"> • Minimum 6 days OSS and Manifestation Determination meeting <i>*Police notification mandatory in all cases</i>

Appendix F: Definitions

Annoying Behavior - After being warned, the student exhibits persistent petty unpleasantness.

Attacking a non-retaliating Student – Only one student is guilty of the physical action and the aggressor will be punished.

Bias Incident/Sexual Harassment - Student indicates a judgment upon another student based on ethnicity, religion, gender, race or color, sexual orientation, etc. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples: invades personal space while working with someone, makes obvious sexual gestures towards someone, asks questions about personal and/or sexual life, communications which are sexually offensive, touches, rubs or grabs someone's body.

Cheating/Forgery/Submission of False Documents - Acting dishonestly when taking a test/quiz or when completing any assignment for a class (i.e. copying another student's work, submitting another's work as your own, copying from resource material, using unauthorized material during a test, etc.). This includes plagiarism, copyright infringement or falsifying written information so as to misrepresent the views, facts as expressed by teachers, staff, or parents, turning in work that is plagiarized or copied directly from another source as one's own work. Submitting false medical/doctor's notes, unexcused absence excuses, etc. Any cheating infraction of a National Honor Society member will be referred to the Principal/National Honor Society.

Cutting Class - Not being in a classroom when assigned and without the subject teacher's knowledge and permission. A student cannot expect another teacher to write a pass for them and be exonerated. Prior written permission must be obtained from the subject area teacher whose class would be missed. Parents will be notified either by phone or mail.

Cutting Detention- Not attending, arriving late, or being removed from detention.

Defacing School Property/Vandalism - Any action of a student where the physical property of the school is deliberately marred or an action in which a student purposefully abuses school property and may incur physical damage to the property.

Defiance - The action by which a student challenges the authority of the staff member or a school rule. Examples: any student who repeatedly parks a car on school grounds that is not registered to an assigned parking space; any student who fails to behave appropriately on a field trip; students who fail repeatedly to comply with the dress code.

Disrespect - Making gestures, using abusive language, inappropriate comments to a student or staff, which would be deemed offensive/hostile by that person and/or in their presence.

Abusive language or threat to staff member or staff - Making gestures, using abusive language, inappropriate comments or threats to a staff member, which would be deemed offensive/hostile by that person and/or in their presence.

Disturbance: class, cafeteria, study or bus - Interfering directly or indirectly with the instructional climate, the rights of others, or the normal, safe operation of the school.

Dress Code Violation - Any student who deviates from generally acceptable dress standards and general appearance which, in the judgment of school administrators, is a disturbing influence in

the school or at school functions, will be asked to change into appropriate attire or sent home to change, prior to re-admission to class.

Electronic Devices – Cell phones, iPod's, MP3 players, Cameras, Headphones, Ear buds, and similar items are to be kept in the student's locker during school hours. Use of any of these items during the school day is prohibited.

Failure to sign into school - Each student who is (over 15 minutes) late to school must sign into school in the Attendance Office. A student who fails to do this will incur the appropriate penalty.

Food Violation – Any food or beverage product consumed in an unauthorized area and/or inappropriate time. A student may have food in the cafeteria and nowhere else. Also, the consumption of prohibited beverages (energy drinks).

Fighting - Any physical confrontation between two or more students that causes harm or potential harm to the individuals involved or others will be deemed a fight and dealt with according to the disciplinary code.

Gambling – Any game of risk, venture or chance where a wager or bet is involved, regardless if there is a monetary value involved.

Inappropriate Behavior - Any action that is considered socially unacceptable.

Inappropriate Language/Verbal Abuse - The use of curse words or offensive language be it casually in the hallway or when used in the presence of (but not directed at) a teacher or school official. Socially unacceptable comments, such as those that may disrupt or criticize a person or persons, profanity.

Inappropriate Physical Conduct/Scuffling - Physically acting in such a way that it may cause harm to themselves or others, physical confrontation when no blows are exchanged and no injuries result.

Inciting disobedience/possessing materials that are obscene, defamatory or which may initiate unlawful activity. – Not actively engaging in a disobedient act but rather urging or soliciting others to act disobediently (i.e. making comments to incite others, etc.) including reproduction and distribution of any papers, statements, documents or notices without proper authorization.

Inciting or Running toward a Fight - Any student who aggravates, irritates and otherwise encourages a fight or in fact, looks to add to the fight will incur the appropriate penalty.

Intimidation of staff or student on or off school grounds/Bullying - Applying pressure through the use of physical force or by verbal threat upon another to do something other than what the individual wishes to do.

Lack of Cooperation - When a student does not follow written or oral directions given by a teacher, administrator or staff member.

Lateness/Tardy to Class/School/Homeroom - Late to class or school is defined as not being in your homeroom or class at the time the bell ceases ringing, indicating the beginning of class.

Leaving Class Without Permission - Arriving to class and then leaving without consent from the teacher/staff member.

Leaving School Without Permission – This means arriving on school property and then leaving without securing consent from a school official. Before leaving, students must sign out in the main office. Students who are 18 years old cannot sign themselves out of school without parental permission.

Leaving or refusing to report to Lunch Detention/In-School Suspension – Leaving the LD/ISS room without permission or refusing to report to the LD/ISS room when assigned.

Loitering - No student should remain in the school building (or in its immediate proximity) after school hours unless they are attending an official after-school activity.

Major E- Mail Infractions - Abuse of the mail privilege includes, but is not limited to: sending abusive messages to fellow students/staff; initiating trouble in or out of school with inciteful messages; harassing fellow students or groups; using mail in classes where you are instructed by your teacher not to; mass mailings and advertising; and monopolizing workstations for the purpose of using E-Mail.

Major Inappropriate Network Behavior - Computer network misuse or unauthorized system access including the commission of acts that endanger network security, such as securing unauthorized rights and permissions; breaking into the computer network; reading, copying or destroying unauthorized files and directories, creating ghost files, bypassing blocks, compromising the system, etc. For those students who import viruses from the use of EXE., .dot, .com, zip files will incur a suspension from 1-3 days and those offenses that pose a major threat to the network will incur administrative action not limited to suspension.

Minor E-Mail Infractions - When a student personally abuses the e-mail privilege for which it was intended.

Minor Inappropriate Network Behavior - Committing acts which are a nuisance to network users such as using unauthorized commands and/or menus, placing of offensive materials in open files and directories, failure to secure personal password, etc.

Out of Bounds - Not being where a student is supposed to be and without permission.

Parking Violation – Parking in an area other than that designated as student parking.

Smoking/Use of Tobacco/possession of matches/lighter - All uses of tobacco, including but not limited to holding a lit or unlit cigarette, smoking/tobacco use, possession of matches/lighter, possession of tobacco products, chewing tobacco, being in a lavatory stall where smoke is evident, and smoking in cars while on school property. In addition, where a staff member suspects a student of smoking, the odor of tobacco or the exhaling of smoke will be sufficient to apply the appropriate penalty. Students who act as "lookouts" to facilitate other students' smoking will be subject to appropriate administration action.

Substance Abuse - Bringing to school, or to a school sponsored activity; personally using in the school, showing symptoms in the school of prior use of alcohol or other drugs; possession in personal automobiles, lockers, or clothing; giving, selling, or persuading others to use alcohol or other drugs or what is believed by the student to be controlled dangerous substances or alcohol.

Theft - Any item, which is the property of the school, a staff member, visitor or another student and is stolen, must be reported to the administration. For items over \$10, an incident report must be filled out by the student, signed by the parent and presented to an administrator who will

forward the report to the police. In the cases where an item costs less than \$10, the administrator will attempt to locate the item and the perpetrator and forward a report to the police.

Threat to another student/Hazing - Any overture, which intends to harm an individual, be it verbal or physical.

Truancy - Failing to report to and remain in school when parent/guardian is under the impression that you will be in school (NJSA 18A: 38-27).

Unsafe Acts/Causing an emergency situation - Committing acts which threaten or potentially threaten the safety of others and/or oneself, i.e., lighting matches/lighters; fireworks/explosive devices; reckless movement in the hall, pushing/shoving, etc., throwing stones, snowballs, reckless or careless driving, etc.

Appendix G: Student Driver Permission/Registration Form

MKSD Student Driver Permission/Registration Form

To apply for permission to drive rather than use available bus transportation, please complete and return this form to the high school Principal.

Part I: General Information

Name: _____

Address: _____

Home Phone/VP: _____

Emergency Phone/VP: _____

Part II: Student Responsibility

If you are a **DAY student**, read this section carefully:

1. Drive safely and slowly at all times;
2. Arrive to school on time; be off campus no later than these times (unless participating in after-school activity):
 - a. Monday: 4:05 PM
 - b. Tuesday, Wednesday, Thursday, Friday: 3:15PM
 - c. Early dismissal days: 12:45 PM
3. Park in designated student spaces (parking spaces across from Residence 1 Boys Dorm);
4. Stay out of your vehicle during school hours;
5. Student shall follow the provisions of their driving license privileges;
6. If for any reason, it is unsafe for student to drive vehicle, they will turn in their keys to administration until end of week and parents will be contacted.

If you are a **RESIDENTIAL STUDENT**, read this section carefully:

1. Drive safely and slowly at all times;
2. Arrive to school on time.
3. Park in designated student spaces (parking spaces across from Residence 1 Boys Dorm);
4. Stay out of your vehicle during school hours;
5. Enter your vehicle only with permission from staff;
6. Student will not be permitted to leave campus without filing an Off Campus Leave Request and getting approval to leave. Students are required to keep ICE form with them when they go off-campus (applies to all students with or without personal vehicles);
7. Violations shall warrant consequences and may result in revoking of off campus privileges and/or to bring personal vehicle to campus;
8. Student shall follow the provisions of their driving license privileges;

9. If for any reason, it is unsafe for student to drive vehicle, they will turn in their keys to administration until end of week and parents will be contacted.

Part III: Passengers

If a student wants to take another student home for any reason, the procedure below **MUST** be followed at least one week before planned activity:

1. Written permission from the driver's parent/guardian must be given to the Principal/head residential supervisor stating the name(s) of the student(s) that will be going in the car, date that he/she will be going and location of destination.

AND

2. Written permission from the passenger's parent/guardian must be given to the Principal/head residential supervisor stating the name(s) of the student(s) that will be going in the car and the date that he/she will be going. **Parents must inform the regular school bus of this transportation change for the passenger.**

A student who fails to comply with the campus driving rules or violates conditions stated on the application form and/or addendum will have their driving privileges suspended.

Driving to school is a privilege. Students must be aware that any violation of the MKSD policy regarding the use of vehicles or any violation of the State of New Jersey driving regulations will result in serious consequences. This includes, but is not limited to: unsafe driving, driving too fast, taking a passenger without written parental permission, lateness (arriving/leaving), entering/driving car without staff permission, refusing to leave campus by the specified time.

1st Offense:

- Loss of driving privileges for a total of 20 school days.

2nd Offense:

- Loss of driving privileges for the remainder of the school year

I understand that violating any of MKSD policy regarding the use of vehicles or violating State of NJ driving regulations means that my MKSD driving privileges will be suspended.

<hr/>	<hr/>	<hr/>	<hr/>
<i>Student Signature</i>	<i>Date</i>	<i>Parent/Guardian Signature</i>	<i>Date</i>
		<i>(If applicant is under the age of 18)</i>	

****Attach a copy of the following:****

- **Driver's License**
- **Vehicle Registration**
- **Insurance Card**

For Office Use ONLY:

This application has been reviewed and approved for the _____ to _____ school year.

Principal Signature

Date

Appendix H: NJ State Minimum*

*Graduation Requirements by Content Area and Grade 9 Class

NJ State Minimum* Graduation Requirements by Content Area and Grade 9 Class

Course and credit requirements for all students entering grade 9 in:

	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
LANGUAGE ARTS AND LITERACY	20 credits	20 credits aligned to grade 9 through 12 standards				
MATHEMATICS	15 credits including algebra I or the content equivalent**		15 credits including algebra I and geometry or the content equivalent**		15 credits including algebra I and geometry or the content equivalent** and a third year of math that builds on the concepts and skills of algebra and geometry and prepares students for college and 21 st century careers	
SCIENCE	15 credits including at least 5 credits in laboratory biology/life science or the content equivalent**		15 credits including at least 5 credits in laboratory biology/life science or the content equivalent** and one additional laboratory/inquiry-based science course which shall include chemistry, environmental science or physics		15 credits including at least 5 credits in laboratory biology/life science or the content equivalent** and one additional laboratory/inquiry-based science course which shall include chemistry, environmental science or physics; and a third laboratory/inquiry-based science course	
SOCIAL STUDIES	15 credits including satisfaction of N.J.S.A. 18A:35-1 and 2	15 credits including satisfaction of N.J.S.A. 18A:35-1 and 2; 5 credits in world history; and the integration of civics, economics, geography and global content in all course offerings				
FINANCIAL, ECONOMIC, BUSINESS, AND ENTREPRENEURIAL LITERACY	No state requirement.		2.5 credits			
HEALTH, SAFETY, AND PHYSICAL EDUCATION	3 ¾ credits in health, safety, and physical education during each year of enrollment, distributed as 150 minutes per week, as required by N.J.S.A. 35-5, 7 and 8					
VISUAL AND PERFORMING ARTS	5 credits					
WORLD LANGUAGES	5 credits or student demonstration of proficiency					
TECHNOLOGICAL LITERACY	Consistent with the Core Curriculum Content Standards, integrated throughout the curriculum					
21ST CENTURY LIFE AND CAREERS, OR CAREER-TECHNICAL EDUCATION	5 credits					
TOTAL CREDITS: (STATE MINIMUM)	110			120***		

* School districts may establish course and/or credit requirements which exceed the State minimums.

** "Content equivalent" means courses or activities that include the same or equivalent knowledge and skills found in traditionally titled courses which are required for high school graduation and which are aligned with the Core Curriculum Content Standards. This content must be taught by certified teachers, may be integrated in one or more courses, may be titled differently, or may present material in an interdisciplinary or spiral format.

*** The 120 credit total is greater than the sum of the individual requirement above, to allow for student electives.

Appendix I: MKSD HS Course Offerings

Total Credits Required for Diploma (140 credits)	Required Courses	Electives (22.5 credits)
LANGUAGE ARTS (20)	Literature 9 English 9	ELA Lab ACT Test Prep
	Literature 10 English 10	
	Literature 11 English 11	
MATHEMATICS (15)	Literature 12 English 12 Algebra I Geometry Algebra II	Trigonometry/Pre-Calculus Calculus Math Lab 1-4
SCIENCE (15)	Biology Physics Chemistry Environmental Science	
SOCIAL STUDIES (15)	World History US History I US History II	
PE/HEALTH (15/YEAR)	PE/Health	Driver's Education
VISUAL AND PERFORMING ARTS (5)	General Art Digital Media	General Art Digital Media
*1 REQUIRED COURSE FROM THIS SECTION	Digital Photography Video-Editing Production	Digital Photography Video-Editing Production
WORLD LANGUAGES (5)	ASL I ASL II ASL III	ASL II ASL III
*1 REQUIRED COURSE FROM THIS SECTION	Concepts of ASL	
21st CENTURY LIFE AND CAREERS (5)	Career-Technical Awareness	
FINANCIAL, ECONOMIC, BUSINESS, AND ENTREPRENEURIAL LITERACY	Financial Literacy	
COMPUTER TECHNOLOGY		Computer Applications I Computer Applications II
CAREER-TECHNICAL EDUCATION (CTE)		Culinary Arts Automotive Technology Workplace Readiness
CAREER EXPLORATORY PROGRAM		

MKSD Student Laptop Loan Form

I understand that MKSD is loaning my child a laptop for educational use. I also understand that my son/daughter must follow all school rules while using this laptop. The laptop is being loaned to my son/daughter with the following conditions:

1. The laptop is and shall remain the property of the MKSD. I will reimburse MKSD in the event of damage or loss of the laptop and/accessories as follows:
a) Laptop: \$900 b) Power supply: \$47 c) Laptop case: \$35
2. If laptop/accessories are damaged and need to be repaired, I will reimburse MKSD for the cost of repair up to but not exceeding the amounts in "1" above.
3. Failure to reimburse MKSD for loss or damage of laptop and/or accessories will result in withholding of report cards, school records, and/or transcripts.
4. The laptop will have filtered Internet and be remotely visible to school personnel.
5. My child will not use the laptop in a classroom unless the classroom teacher gives permission.
6. My child will keep the laptop and charger inside the provided laptop bag when not in use.
7. All data will be removed from the laptop upon return. My child is responsible to save work used on the laptop on the network share and/or USB device.
8. If my child is a Day student, he/she may receive the loaner laptop at the beginning of the school day and return the laptop at the end of the school day.
9. If my child is a Residential student, he/she may receive the loaner laptop the first day of the week and return the laptop on the last day of the week. He/she is responsible for charging the laptop overnight and may not take the laptop off campus unless the Director of Residence gives prior permission.
10. Failure to follow the above conditions will result in loss of laptop loan privilege. My child's Principal will determine the length of time my child will not have laptop privileges.

I agree to the conditions above.

_____	_____	_____
Student Name	Signature	Date

I agree to the conditions above and would like my son/daughter to have a loaner laptop during the school day.

_____	_____	_____
Parent/Guardian	Signature	Date

My child is a Residential student and would like him/her to also take the laptop to the residence after school.

_____	_____	_____
Parent/Guardian	Signature	Date

Appendix K: Student Incident Report Form

MK/NJSD STUDENT (IR) INCIDENT REPORT FORM

Updated: December 5, 2011

STUDENT WRITING THIS REPORT: _____

DATE OF (IR) INCIDENT: _____ TIME: _____

WHERE DID IT HAPPEN? _____

STUDENTS INVOLVED: _____

EXPLAIN WHAT HAPPENED: _____

WHO WAS THERE? _____

STUDENT'S SIGNATURE _____ DATE _____

ABS/COUNSELOR'S SIGNATURE _____ DATE _____

STAFF SIGNATURE _____ DATE _____

(FOR OFFICE USE ONLY)

OFFICE ACTION _____

CC:

____ Principal	____ ABS	____ PLUS Program	____ Student File
____ Counselor	____ Residential Director	____ Asst. Principal	____ Social Worker

Appendix L: 2019-2020 School Calendar



Marie H. Katzenbach School for the Deaf 2019-2020 School Calendar

320 Sullivan Way Trenton, NJ 08628

Voice: 609-530-3112 ~ Video Phone: 609-643-5762 ~ Fax: 609-530-5791

July		July 2019	January 2020	January												
8-31 Extended School (Monday-Friday 8:30AM - 3:00PM)	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	1-3 School Closed / Winter Break	
		1	2	3	4	5	6					1	2	3	4	20 School Closed / M.L.K. Day
	7	8	9	10	11	12	13	5	6	7	8	9	10	11		31 Early Dismissal / End of 2nd Marking Period
	14	15	16	17	18	19	20	12	13	14	15	16	17	18		31 Parent Conference
	21	22	23	24	25	26	27	19	20	21	22	23	24	25		
	28	29	30	31				26	27	28	29	30	31			
August		August 2019	February 2020	February												
1-2 Extended School (Monday-Friday 8:30AM - 3:00PM)	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	7 Early Dismissal / Staff Workshop	
						1	2	3						1	14-16 Girls Basketball Tournament (Away)	
	4	5	6	7	8	9	10	2	3	4	5	6	7	8	17 School Closed / Presidents' Day	
	11	12	13	14	15	16	17	9	10	11	12	13	14	15	21-23 Boys Basketball Tournament (Home)	
	18	19	20	21	22	23	24	16	17	18	19	20	21	22		
	25	26	27	28	29	30	31	23	24	25	26	27	28	29		
4-8 Kamp Katzenbach sponsored by KPSEF	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
						1	2	3								
	4	5	6	7	8	9	10	2	3	4	5	6	7	8		
	11	12	13	14	15	16	17	9	10	11	12	13	14	15		
	18	19	20	21	22	23	24	16	17	18	19	20	21	22		
	25	26	27	28	29	30	31	23	24	25	26	27	28	29		
September		September 2019	March 2020	March												
2 Labor Day 3-6 Staff Workshop 9 First Day of School	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	13 School Closed / Staff Workshop	
	1	2	3	4	5	6	7	1	2	3	4	5	6	7		
	8	9	10	11	12	13	14	8	9	10	11	12	13	14		
	15	16	17	18	19	20	21	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28	22	23	24	25	26	27	28		
	29	30						29	30	31						
October		October 2019	April 2020	April												
10 ASL/Bilingual Celebration 10 Back to School Afternoon 14 School Closed / Columbus Day 18 No School / Staff Workshop 18-19 Soccer Tournament (Away)	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	3 Early Dismissal / End of 3rd Marking Period	
			1	2	3	4	5	1	2	3	4	5	6	7	10-17 School Closed / Spring Break	
	6	7	8	9	10	11	12	5	6	7	8	9	10	11		
	13	14	15	16	17	18	19	12	13	14	15	16	17	18		
	20	21	22	23	24	25	26	19	20	21	22	23	24	25		
	27	28	29	30	31			26	27	28	29	30				
November		November 2019	May 2020	May												
1-2 Volleyball Tournament (Away) 7-8 School Closed / NJEA Convention 15 Early Dismissal / End of 1st Marking Period 27 Early Dismissal 28-29 School Closed / Thanksgiving	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	8-9 Track Tournament (Away)	
						1	2	1	2	3	4	5	6	7	15 Early Dismissal / Staff Workshop	
	3	4	5	6	7	8	9	3	4	5	6	7	8	9	21 High School Prom	
	10	11	12	13	14	15	16	10	11	12	13	14	15	16	25 School Closed / Memorial Day	
	17	18	19	20	21	22	23	17	18	19	20	21	22	23	27 ELMS Play / Sports Award	
	24	25	26	27	28	29	30	24	25	26	27	28	29	30	28 ELMS Play	
								31								
December		December 2019	June 2020	June												
6 Early Dismissal / Staff Workshop 13-14 Homecoming / Tip Off Tournament 23-31 School Closed / Winter Break	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	1 Lions Club Awards Dinner	
	1	2	3	4	5	6	7	1	2	3	4	5	6	7	12 Early Dismissal / Staff Workshop	
	8	9	10	11	12	13	14	7	8	9	10	11	12	13	18 ECP Graduation	
	15	16	17	18	19	20	21	14	15	16	17	18	19	20	19 Early Dismissal / High School Graduation	
	22	23	24	25	26	27	28	21	22	23	24	25	26	27	22 Last Day of School / End of 4th Marking Period	
	29	30	31					28	29	30					22 ELMS Awards / Middle School Graduation	
															23-26 Snow Makeup Days	



www.mksd.org



www.facebook.com/mksdnjsdofficalpage



@KatzenbachNJSD



mksdnjsd



Marie Katzenbach/New Jersey

School Hours:

Monday - 10:00 AM - 3:50 PM

Tuesday - Friday - 8:30 AM - 3:00 PM

Early Dismissal - 12:30 PM

If school is closed on Monday,

Tuesday will become a Monday time schedule.

Legend

- Extended School Year (8:30AM-3:00PM)
- Kamp Katzenbach
- School Closed
- School Closed / Staff Workshop
- Early Dismissal / Staff Workshop
- Important Dates / Special Events
- Snow Makeup Days

KATZENBACH IS
READY TO ROCK



Appendix M: NJ OIT Internet Usage Policy

Refer to the website: http://www.state.nj.us/it/ps/09-07-NJOIT_Internet_Usage.pdf

Code of Conduct Review Form: **Must be signed**

Student Name _____ Grade: _____

Please return to the school office by **September 20, 2019**.

I have read the MKSD Student Handbook and Code of Conduct and reviewed it with my child.

Parent/Guardian Signature

Date

Student Signature

Date



For school use only:

I, _____ have reviewed MKSD Student Handbook and
(student name)

Code of Conduct with my classroom teachers..

Student Signature

Date

